

MARIGOLD LIBRARY SYSTEM

Board of Management

Saturday, January 30, 2016

Videoconference - Four Locations

ACADIA	Maxine Booker	Hanna	1	MARIGOLD STAFF IN ATTENDANCE	
ACME	Daniel Leronowich	Airdrie	2		
BANFF	Corrie DiManno	Airdrie	3	Michelle Toombs	Turner Valley
AIRDRIE	Kayla Jessen-White	Airdrie	4	Laura Taylor	Hanna
BIGHORN M.D.	Lynda Lyster	Turner Valley	5	Lynne Thorimbert	Airdrie
BLACK DIAMOND/TURNER VALLEY	Diane Osberg	Turner Valley	6	Jane Fisher	Strathmore
CANMORE	Judith Smith	Turner Valley	7	Richard Kenig	Hanna
CEREAL	Elaine Michaels	Hanna	8	Jessie Bach	Turner Valley
CHESTERMERE	Lennox Gomes	Strathmore	9	Nicole Talsma	Airdrie
COCHRANE	Susan Roper	Airdrie	10	Carlee Pilikowski	Strathmore
CROSSFIELD	Jo Tennant	Airdrie	11	Margaret Newton	Strathmore
DELIA	Barb Marshall	Hanna	12	Barb Froese	Strathmore
DRUMHELLER	Margaret Nielsen	Strathmore	13	Steven Copland	Strathmore
FOOTHILLS M.D.	Eleanor Chinnick	Turner Valley	14	Nora Ott (Recording)	Turner Valley
GHOST LAKE	Donna Bauer	Turner Valley	15	Alida Pituka	Strathmore
HUSSAR	Kristen Anderson	Strathmore	16	Caleigh Haworth	Hanna
ID #9	Ghada Wirth	Turner Valley	17		
KNEEHILL COUNTY	Glen Keiver	Airdrie	18	REGRETS WITH NOTICE	
LONGVIEW	Jan Dyck	Turner Valley	19	BEISEKER	Sharon King
MORRIN	Karen Neill	Hanna	20	CARBON	Guss Nash
OKOTOKS	Marian Walsh	Turner Valley	21	HANNA	Jerry Kruse
OYEN	Dennis Punter	Hanna	22	HIGH RIVER	Linda Schafer
ROCKYFORD	Gary Billings	Strathmore	23	KANANASKIS I.D.	Susan Billington
SPECIAL AREA # 2	Bob Gainer	Hanna	24	LINDEN	Wendy Marsh
SPECIAL AREA # 3	Helen Veno	Hanna	25	STANDARD	John Getz
STARLAND COUNTY	Lil Morrison	Hanna	26	TROCHU	Bill Cunningham
STRATHMORE	Denise Peterson	Strathmore	27		
THREE HILLS	Ron Howe	Airdrie	28	RREGRETS WITHOUT NOTICE	
WHEATLAND COUNTY	Berniece Bland	Strathmore	29	CONSORT	Dale Kroeger
				EMPRESS	Sheila Howe
				IRRICANA	Dennis Tracz
Hanna Municipal Library	Lynnette Kenrick	Hanna	1	MUNSON	Lyle Cawiezel
ALTA Representative	Lois Bedwell	Hanna	2	ROCKY VIEW COUNTY	Dimitri Dimopoulos
Sheep River Library				SPECIAL AREA # 4	Lisa Vert
Board	Mae Fisher	Turner Valley	3		
Chestermere Library				WAIPAROUS	Sandra Barker
Board	Shawna Biddles	Strathmore	4		

MINUTES

1. **CALL TO ORDER** - L. Lyster called the meeting to order at 9:30 am
Mayor Chris Warwick, gave greetings from the Town of Hanna. Mayor Warwick expressed his gratitude toward libraries because he believes libraries are responsible for the social and educational aspect of small communities and make smaller communities great.

1.1 Recognition of new Board members

L. Lyster welcomed two new Board Members:

- Corrie DiManno – Town of Banff
- Dimitri Dimopoulos – Rocky View County

There are currently 45 appointed Marigold Trustees and no vacancies.

1.2 Introduction of delegates, guests, and staff

- 1.2.1 Question during introduction – **“What book or movie have you enjoyed that you would recommend that everyone read or watch?”**

Recommended Books	Recommended Movies
Body in the Library - Christie	Rear Window
Sway - Standford	Atonement
Solomon Curse - Cussler	Shawshank Redemption*
The Enchanted - Denfeld	Big Fish
Anne of Green Gables - Montgomery	Christmas Carol
Fine Balance - Mistry	It's A Wonderful Life
Complicated Kindness - Toews	The Martian
Five Smooth Stones - Fairbairn	Inside Out
Alex Delaware novels by Jonathan Kellerman	Inception
Wild Rose - Butala	Princess Bride
Paying Guests - Waters	The Revenant*
Anything by Louis L'amour (in Large Print)	Still Alice
The Martian - Weir	Water for Elephants
Dean Koontz novels	Blackfish
David Baldacci novels	Mad Max
Climate Change -Longhurst	Ghost
The Way of Kings -Sanderson	Magic Mike
Frankenstein - Shelley	Eastern Promises
The Revenant - Punte	Longest Ride
O'Dwyer Trilogy by Nora Roberts	Star Wars: The Force Awakens*
Still Alice - Genova	Wild
Water for Elephants - Gruen	Room
Beneath the Surface - Hargrove	Game of Thrones – HBO series
Jack Reacher series by Lee Child	The Code: series on TV or Netflix
Beyond the Pale - Urquhart	Death in Paradise – BBC series on PBS or Netflix
Girl on the Train - Hawkins	Casablanca
Listen to the squawking Chicken - Liu	Downton Abbey- BBC series on PBS
Black Like Me - Griffin	Philomena
Poles Apart - Fallis	Gone
Power of One - Courtenay	Holiday Inn
Wild - Strayed	White Christmas
All the Light We Cannot See - Doerr	
Game of Thrones - Martin	*recommended by several participants
Geography of Genius - Weiner	

"What book or movie have you enjoyed that you would recommend that everyone read or watch?"	
Books	Movies
Books by Agatha Christie and Patricia Wentworth	
Books on Leadership by John C. Maxwell	
Alex Cross series - Patterson	
We Should All Be Feminists -Adichie	
When Everything Feels Like the Movies - Reid	
Gone series - Grant	

2. APPROVAL OF AGENDA

MOTION: B. Bland/S. Roper
-To approve the agenda

CARRIED

3. MINUTES of the November 14, 2015 MEETING

MOTION: J. Dyck/K. Jessen-White
-To accept the MINUTES of the November 14, 2015 meeting

CARRIED

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

-There were no items transferred from the consent agenda

4.2 Motion to accept remaining consent agenda items

MOTION: K. Anderson/J. Smith
-To approve agenda items 4.1 to 4.3

CARRIED

DECISION

5.1 Financial

5.1.1 Marigold Financial Statements to December 31, 2015

MOTION: D. Peterson/E. Chinnick
- That subject to audit, the Marigold financial statements to December 31, 2015 be accepted as presented, and filed for information

CARRIED

5.1.2 RISE Financial Statements to December 31, 2015

MOTION: S. Roper/M. Walsh
- That, subject to audit, the RISE Financial Statements to December 31 2015 be accepted as presented, and filed for information

CARRIED

5.1.3 Marigold Operating Budget 2016 – 2018

MOTION: G. Billings/L. Morrison
-To approve the Budget for 2016 and the projected budget for 2017 and 2018

CARRIED

5.1.4 Marigold Capital/Projects Budget 2016

MOTION: G. Billings/ G. Wirth
-To approve the Marigold Capital / Projects Budget for 2016

CARRIED

5.2 Policies/Plans

5.2.1 Collection Management Schedule B – Materials Allocation 2016 – Standards & Services

MOTION: M. Booker

-To Approve Schedule B: Materials Allocation 2016 (Collection Management Policy)

CARRIED

5.2.2 Transfer Payments Policy – Standards and Services

MOTION: M. Booker

-To approve the Transfer Payments Policy

CARRIED

5.2.3 Schedule A – Services Grant 2016 (Transfer Payments Policy) – Standards & Services

MOTION: M. Booker

-To approve Schedule A: Services Grant 2016

CARRIED

5.2.4 Schedule B – Community Library Grant 2016 (Transfer Payments Policy) – Standards & Services

MOTION: M. Booker

-To approve Schedule B: Community Library Grant 2016

CARRIED

5.2.5 IT Capacity Fund Policy and 2016 Schedule A - Standards & Services

MOTION: M. Booker

-To approve IT Capacity Fund Policy and Schedule A: 2016 IT Capacity Fund Amounts

CARRIED

5.3 Communication Plan Discussion – Carlee Pilikowski

-The Communication Plan is underway and will:

- Support Vision 2018
- Align with organizational objectives
- Be flexible
- Use results of customer satisfaction surveys to get information and feedback
- Define the target audience
- Use positive and attainable communication strategies
- Be overseen by the Advocacy Committee

-Marigold will start searching for a graphic designer to create a new logo for Marigold

-Board members who are interested in the Communication Plan were asked to contact Carlee Pilikowski or Michelle Toombs

5. ITEMS FROM THE CONSENT AGENDA

-There were no items transferred from the consent agenda

6. INFORMATION

7.1 ALTA (Alberta Library Trustees Association) Report

-L. Bedwell presented her report. ALTA promotes effective library service and leadership via education, communication and advocacy; develops a comprehensive series of trustee education workshops and resources; and strives to ensure all library trustees can be effective and strong leaders within their communities.

L. Bedwell encouraged Marigold Board members to look at the ALTA website.

7.2 Marigold ALTA Representative and Alternate Nomination

-M. Booker has nominated Lois Bedwell to serve a second term as the Marigold ALTA representative. Susan Roper has put her name forward to act as the ALTA Alternate

7.3 Upcoming Board Meetings:

- Saturday, April 23, 2016 9:30am in Strathmore – Strathmore Alliance Church
- Saturday, August 20, 2016 9:30am – Canmore
- Saturday, November 19, 2016 9:30 am – Crossfield

7.4 Marigold Board Orientation

- Saturday, February 20, 2016 9:30 a.m. – Strathmore, Marigold Headquarters

The Marigold Board Orientation is an opportunity to find out about how Marigold is structured including funding, committees and all of the partners including TRAC and TAL. Laura Taylor invited all Board Members to register for the orientation.

7.5 Customer Satisfaction Survey

– Laura Taylor discussed the highlights of the Customer Satisfaction Survey results. Marigold consultants, Nicole Talsma and Jane Fisher, led the preparation, distribution and collection of the second annual customer satisfaction survey. A total of 102 responses were received.

-As with the past year Marigold staff received the highest rating.

-The survey was filled with suggestions for improvement and ideas for service enhancements. -

-The management group will review the survey.

-Using this same survey from year to year provides a framework for future comparisons. This year's survey will be used in many ways: Marigold's Communication Plan, Marigold's Annual Report, annual reporting to PLSB, Year End Review and more.

7.6 Highlights and Achievements of 2015

– Michelle Toombs presented information on the many accomplishments and achievements that took place throughout the System in 2015 including:

- Banff officially joined Marigold in January 2015; ID 9 in May
- High River returned to the refurbished Centennial Library
- Vision 2018
- Customer Satisfaction Survey
- Minecraft programming initiative
- Management Skills Training

Statistics:

- Marigold Cardholders ↑ 5%
- Items loaned to Marigold cardholders ↑ 14%
- loaned and borrowed between libraries ↑ 30%
- eBooks borrowed ↑ 15%
- 9,403 items checked out to MELibraries patrons
- 3.29 million items in the TRACpac online catalogue ↑ 3.4%
- 12,018,444 visits to online catalogue

Contributions to library development on a provincial scale:

- RISE programs had a broader reach with new partners, including Service Alberta
- Michelle a member of:
 - TAL Executive
 - President of TRAC
 - SAIT LIT (Library Information Technology) Advisory Council

System Headquarters Achievement's:

- Recruitment of new staff
- Driver Training and Marigold Fleet Safety & Maintenance Programs
- Health and Safety Training
- Roof Replacement

L. Lyster thanked M. Toombs and staff for an excellent year

7.7 Background Notes and Updates

– Michelle Toombs reminded Board members that libraries are a good investment in the community because they contribute to public safety, growing the economy and increasing personal income.

- Teens who use libraries stay out of trouble
- Library users increase the chances of obtaining a higher income
- Libraries grow literacy, literacy fights crime
- Libraries are safe spaces for entrepreneurs, and they grow the economy
- Libraries lead to successful job searches

-J. Getz and M. Toombs were invited to a meeting with the Minister of Municipal Affairs, Danielle Larivee. It was a great opportunity to hear how committed she is to supporting public libraries in Alberta, and the hopes that she has for stable funding and how to fund infrastructure for HQ facilities.

- Other ideas that came forward during the discussion with Chairs and Directors included:

- Sustainable funding for regional library systems, including a northern or remote allowance
- Eliminating card fees
- Raising the minimum allotment for public library services from municipalities above \$2.00 per capita
- Provincial funding for service to aboriginal populations.
 - Premier Notley has asked Ministers to consider ways to help, taking into consideration the Truth and Reconciliation Report and the UN Declaration on the Rights of Indigenous Peoples
 - An announcement is expected soon, perhaps at ALC in Jasper
 - A working group will be struck in the spring
 - PLSB is planning a symposium on this topic next year
 - PLSB will be gathering a list of best practices from Alberta and elsewhere

Marigold is hosting a meeting of all seven regional library system directors on February 23, where several Innovative Interfaces employees will be coming to do a demo of a product called Inn-reach. Inn-reach is a software platform that allows different library systems to integrate into a single catalogue to provide seamless access to patrons in real time and will allow patrons to directly place holds on holdings throughout the seven library systems. If all seven library systems agree to invest in this, it will make borrowing materials easier for patrons throughout Alberta. In the future, other library systems in Alberta and even other parts of Canada and the US may join.

TAL is also looking at Inn-reach to replace the TALonline system. Inn-reach is one of several products being evaluated. Richard is on the provincial committee formed by TAL to look at the suitability of Inn-reach for TAL members.

7.8 Information Sharing – Roundtable

L. Bedwell – Oyen

- Cereal, Oyen and Acadia Valley are forming a Friends Group
- The school library in Oyen is transitioning from a traditional library to a library commons
- Students and teachers like using Solaro

L. Kenrick - Hanna Library Board

- Hanna Municipal Library has a new interim library manager.
- Hanna library is looking to utilize its new space

D. Peterson – Strathmore

- Strathmore Public Library is experiencing increased use. More people are job searching and looking for employment improvements
- Strathmore Public Library is the backbone of the community

K. Anderson – Hussar

- Minecraft programming brought more activity to the library this summer. The library had 142 children in the Summer Reading Program

D. Osberg – Black Diamond and Turner Valley

- Teachers are really pleased with Solaro
- Sheep River Library has partnered with schools so that every student has a library card. As a direct result there has been an increase in the number of adult registrations as parents get cards when they bring their children to the library
- Sheep River Library will be celebrating its 5th anniversary in 2016. Over the years, program attendance has gone from 25 to over 1000 participants per month

7. BOOK DRAW & FREEDOM TO READ WEEK DISPLAY DRAW

Each location drew for a book and a Freedom to Read Display. The winners were:

Airdrie: Book Draw: “The Deep Cold Sea” – K. Jessen-White/Airdrie
Display: Ron Howe/Three Hills

Hanna Book Draw: “Beautiful Alberta” - L. Bedwell/ALTA Representative
Display: Barb Marshall/Delia

Strathmore Book Draw: “Hubble Cosmos” – L. Gomes/Chestermere
Display: K. Anderson/Hussar

Turner Valley Book Draw: “Canadian Pacific” – D. Bauer/Ghost Lake
Display: E. Chinnick/Foothills M.D.

8. ADJOURNMENT - L. Lyster declared the meeting adjourned at 12:20 pm

CEO

Board Chair

**Marigold Board Meeting
January 30, 2016 Background Notes**

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to December 31, 2015:

Balance Sheet: This snapshot to the end of December 2015 shows that Marigold is in a strong financial position.

Income Statement:

Marigold received more revenue than budgeted in 2015: + \$329,438. Most of this revenue was from Municipal Affairs as increased grants, funding for electronic resources and library system grant funding for Banff’s population. In March and again in May, we learned that provincial per capita grant rates would be increased \$ 0.10, and those rates would be multiplied by 2014 population (not 2010 population as expected). The pre-audit estimate for net operating income is \$531,957, but this amount will change when the audit is completed. When audit results are available at the AGM in April, excess revenue will be allocated to operating and capital reserves based on Board motion.

Budgeted expenditures were underspent by \$202,519 (4.4% of the total budget). The primary reasons for this were:

- 2015 was an exceptional year for staff vacancies. Seven staff departures resulted in 17 months of unfilled staff positions and unpaid salaries. Five recruits were hired in 2015 at lower starting wages, and had to wait three months for benefits. The combined salary and benefits budgets were underspent by 4.8%. On the other hand, Marigold hired another professional librarian consultant to its staff complement, and paid two temporary staff for member library programming support.
- The website platform replacement project was delayed until 2016. Also, IT staff were also unable to take the training they planned to take because of projects such as Banff and High River.
- PLSB paid Axia for all of Marigold's SuperNet charges, and they provided additional funding for Zinio and hoopla e-products.
- Savings were found by changing the venue in Strathmore for large meetings, including the Member Libraries Workshop and Library Leaders meetings.
- The presenter of the Performance Review Workshop did not charge anything.
- Shelf-ready cataloguing and supply purchases were minimized because the Banff conversion did not require as much as expected.
- Fuel savings and less maintenance on newer vehicles resulted in delivery cost savings.

Reasons for over-expenditures include:

- Foreign exchange: combined bank charges and foreign exchange is estimated to be 300% higher than 2014.
- Electronic resources: Marigold paid for a number of e-resources that PLSB paid for in the past, including Novelist and the TAL Core.
- Recruitment: Advertisements were placed in local papers and other places for seven postings in 2015.

A cause for celebration is the careful and successful expenditure of materials at 99% of the budget. Considering the size of the materials budget at \$991,270 and with about 50,000 individual items with varying publication cycles, this is a remarkable feat.

RISE Balance Sheet and Income Statement (unaudited) to December 30, 2015:

The RISE account currently has \$90,721 that has been set aside for service agreement payments on videoconferencing equipment that come due in June 2016. RISE has sent out invoices totaling \$92,000 for central site bridging support for 2016. Marigold will pay RISE \$38,000 (\$1,000 each) for central site support of videoconference equipment at member libraries and HQ. During the year, RISE will pay Marigold \$46,000 for salaries, Internet and administrative costs to manage the videoconferencing bridge.

Although RISE has received quotes from Allstream for the service agreements from RISE, there will be more negotiation in 2016. RISE and Marigold service agreements have two parts: 1) RISE (Marigold, Chinook Arch and Shortgrass) pays for the central site equipment service agreement quoted at \$151,032; and 2) Marigold pays for service agreements for the 38 VC units at each of our libraries including HQ, quoted at \$79,034.

Santa (Allstream) was good to RISE in 2015. The RISE bridge failed during the week before Christmas. Within a few days, the cause was identified as faulty equipment; the replacement equipment was ordered, shipped from Virginia, installed and tested; and the bridge was operational again thanks to great service from Allstream, Jaspreet and Richard. The equipment that failed was the most expensive piece of equipment in our RISE system; the MCU had been in use since 2008. Our service contract with Allstream covered equipment replacement, shipping, technical support and installation estimated at \$300,000. RISE paid \$113,000 in 2013 for 3 year service agreements on all the central site equipment, and last year, the content server was also replaced at no cost to RISE. If the MCU is under warranty for a year, we may be able to reduce the RISE service agreement total quoted at \$151,033

2. Official Population:

A notification on the website informs us that official population numbers will not be published by Municipal Affairs until the end of January. Last year, the population numbers arrived on January 30, just half a day before the Board meeting. There was a chaotic scramble to get all documents updated including Schedules and Budget, and then get them printed and distributed for Board members meeting at four different locations.

The role of official population in the calculation of per capita levy rates for municipal members is spelled out in the Marigold Agreement under the category of Financial as follows:

20. The population of a municipality that is a Party to this Agreement shall be deemed to be the population for the municipality published by the Department of Municipal Affairs for the fiscal year prior to the fiscal year in which the requisition is paid.

22. Each municipal library board in Marigold shall pay from its revenue to Marigold Board the annual per capita requisition as set out in Schedule C by October 31 in each year. The population served by a municipal board shall be that of the corresponding Party as determined in paragraph 20.

There are probably only four or five large municipalities which have recorded population growth in their own 2015 census. Most of Marigold's other member municipalities use federal census results that do not change for five years (2016 is a federal census year). It is unlikely that any municipality could have a lower population in 2015 than in 2014, but it is a possibility, entitling that municipality to a refund. It would not be prudent to rely on census information discovered through unofficial sources because of the way in which the Marigold Agreement is worded, and also because we are never sure what census numbers are reported to Municipal Affairs by that municipality.

At the Executive meeting on January 20, members agreed to the following actions:

- 1) If the official population numbers arrive before Wednesday, January 27 at 5 pm, Marigold will update the Schedules and the Budget for the Board meeting on January 30.
- 2) If we have reasonable assurance from PLSB that official population numbers will arrive before the middle of February, Marigold will delay sending out municipal levies until the middle of February.
- 3) If we are not sure when the population numbers will be published, Marigold will send out the levy invoices in early February after the 2016 budget is approved, and then will send out supplemental levy invoices to the few municipalities with population changes after Municipal Affairs publishes the population information.
- 4) The 2016 budget has municipal levy revenue calculated with 2015 population estimates. (Budgets are estimates)
- 5) 2016 Materials Allocation Schedule B has official population numbers from 2014. When official population for 2015 is published, this will be revisited and the Executive will motion the changes.
- 6) 2016 Services Grants Schedule has official population numbers from 2014. When official population for 2015 is published, this will also be revisited and the Executive will motion the changes.

3. Budget

Marigold's budget for 2016 is \$4,977,426 (7.9% above the Board-approved 2015 budget amount of \$4,609,705). This equals recent population growth in Marigold with new member municipalities and population growth surrounding Calgary.

Given the increased revenue in 2015, Marigold expects to receive more revenue from levies and from provincial grants in 2016 -- + \$379,221. \$362,000 will be used to cover increased costs for foreign exchange; TRAC, TAL and RISE levies; more collection materials for members; salaries & benefits for more staff members; increased service grants; and projects and capital costs. Therefore, the added revenue is being put to good use to directly deliver member services.

The primary considerations for the 2016 budget:

- There are increased costs to serve a larger population and more member libraries.
- Marigold has a new Strategic Plan (Vision 2018) which is both an extension of Vision 2015 and with new priorities.
- As Marigold's building ages, there are increased costs to maintain it, especially with the HVAC system for which we paid almost \$20,000 in 2015 for repairs.
- Foreign exchange has a significant impact on the budget, not only for payments to US Vendors (e.g., Polaris, Overdrive), but also because the cost of goods and services acquired in Canada will increase as well. (line 35)
- The TRAC levy has increased substantially from \$135,939 to \$156,000. This per capita levy is based on Marigold's 2014 population which increased 8% from 2013 population. Two other reasons for the levy increase include: 1) foreign exchange (Polaris and other digital products come from the US); and 2) license and product payments for Leap, Boopsie and Cloud Library (formerly 3M Cloud) come into effect in 2016. (line 75)
- RISE costs have been included in the 2016 budget (lines 56 and 76), totaling \$118,000.
- Along with all 49 TAL members, Marigold will begin paying for the TALonline (estimated at \$12,000 in 2016) which PLSB paid for the past three years. (line 79)
- Salary costs (+6.6%) include Step increases, COLA and wages for a new professional library consultant who was hired in 2015. Staff complement is 28 people, 25FTE. Marigold is also considering adding a part-time staff member to assist member libraries with programming initiatives. (line 107)
- Staff training, especially for IT staff, is needed in 2016 (line 110). It was skipped in 2015 because of other urgent projects.
- Marigold will continue to pay for e-resources that were paid for, or partially paid for, by PLSB, including the TAL Core, Novelist, Zinio and hoopla. (line 97)
- Marigold has increased the Community Library grants to \$6,660 to equal what Municipal Affairs pays municipal library boards in small communities. (line 124)
- Reimbursements are in and out, and difficult to estimate (lines 129 – 137). Reimbursement revenue and expenditures are equal on the budget. In the future after a discussion with the auditors, reimbursements might be removed from the budget.
- **Capital & Project Expenditures:** A separate budget was prepared to account for the amount on line 140 on the operational budget. We have chosen to call this budget capital and project expenditures because we are unsure what will be grouped together to be capitalized (or not) at a value greater than \$2,000 – that is up to our auditors. Included in this budget are: a van replacement; IT infrastructure on the Tech Plan; website development; HQ furniture replacement; basement room refurbishment; roof structure replacement; and HQ feasibility study.

4. Minister of Municipal Affairs meeting

Just before Christmas, Chairs and Directors of Alberta's 16 library systems were invited to meet with the Minister of Municipal Affairs, Danielle Larivee. Because Lynda Lyster is in Mexico, John Getz agreed to attend with me on Wednesday, January 13.

The day before the group meeting, John and I met with Bonnie Gray and Diana Davidson at PLSB to ask about library legislation and capital asset funding (money for a new building). The meeting was very helpful to clarify that it would be allowable in the legislation for a municipality or municipalities to borrow money on our behalf and then Marigold would pay back the loan with a special multi-year levy; however, Bonnie is hoping that the Ministry will recognize the value of library systems (which do the heavy lifting to sustain a vibrant public library network throughout Alberta) by providing some capital funding – no idea when. It is unlikely that the Alberta Libraries Act will be updated anytime soon and certainly not while the MGA is under review.

At the group meeting, attendees voiced messages that they felt were important for the Minister to hear, including:

- need to use current population figures when calculating provincial grants;
- more funding to cover escalating costs including minimum wage, e-content, enabling libraries to survive in rural areas, and continuing the good work towards excellence in public library service;
- elimination of service fees for public library memberships;
- service to 1st Nations and Metis residing on reserves and settlements, and everywhere else in the province;
- working more collaboratively with other GOA Departments such as Education and Advanced Education;
- increasing the minimum allotment above \$2.00 (this local appropriation limit was set in the 1980s to ensure that municipalities contributed enough money to be eligible for the provincial grant, and it hasn't been changed since);
- additional funding allowance for library systems serving northern and remote areas;
- and capital asset sustainability (John spoke about this)

Minister Larivee comes from the Slave Lake area. She worked at the library in her youth and served on boards; instructed at Northern Lakes College; dealt with the aftermath of the Slave Lake fire; and has been a public health nurse for 17 years. She was well versed in the value and impact of public libraries. I believe she was already well briefed on the issues and challenges facing libraries. Her comments included: recognition of current population on an ongoing basis; commitment to consistent, stable funding; operating grants not sufficient for capital projects -- she hopes to advocate for some capital funding; and she has ideas to serve aboriginal populations -- an announcement would be coming soon (maybe at ALC in Jasper which she plans to attend?). She emphasized the reality that the government is facing extreme restraint and there is an urgent need to stabilize the economy. She said "We'll get through this." "Services to Albertans can't change every time there is an oil downturn." "Libraries have a quality of life impact."

The most hopeful message from the Minister is that Municipal Affairs intends to resubmit the infrastructure requests to the Department of Infrastructure, and if that is not successful, the Minister will consider other funding options. About five years ago, it was determined that Marigold's portion of the infrastructure ask would be \$2.5M. Bonnie Gray mentioned that Marigold and Chinook Arch are the library systems with the most urgent needs.

Marigold Library System
Board of Management
Saturday, 23 April, 2016
Strathmore Alliance Church
Strathmore, Alberta
MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
AIRDRIE	Kayla Jessen-White	2
M.D. BIGHORN	Lynda Lyster	3
BLACK	Diane Osberg	4
DIAMOND/TURNER VALLEY		
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Alida Pituka	Clara Cao
Nora Ott (recording)	
Margaret Newton	
Jessie Bach	
Nicole Talsma	
Jane Fisher	
Richard Kenig	
Caleigh Haworth	

REGRETS WITH NOTICE

ACME	Daniel Leronowich
BANFF	Corrie DiManno
BEISEKER	Sharon King
GHOST LAKE	Donna Bauer
LINDEN	Wendy Marsh
MORRIN	Karen Neill
OKOTOKS	Marian Walsh
YOUNGSTOWN	Lorraine Ruppert

REGRETS WITHOUT NOTICE

EMPRESS	Sheila Howe
IRRICANA	Dennis Tracz
SPECIAL AREA # 2	Bob Gainer

GUESTS

Marilyn King	Chestermere	1
Mae Fisher	Sheep River Library	2
Irene Waring	Sheep River Library	3
Erin Gregory	Auditor	4
Mike McCutcheon	Auditor	5
Michael Ell (Mayor)	Strathmore	6

RESIGNED – DID NOT ATTEND ANY 2015 – 2016 MEETINGS

CONSORT	Dale Kroeger
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert

VACANCIES

WAIPAROUS

MINUTES
23 April 2016 Marigold Library System Board Meeting

1. CALL TO ORDER

- L. Lyster called the meeting to order at 9:30 am

1.1 Greetings from the Town of Strathmore

- Mayor Michael Ell brought greetings on behalf of the citizens and council of the Town of Strathmore. Mayor Ell recognized that when there is a downturn in the economy, people turn to libraries resulting in additional pressure for libraries and library systems to meet their needs. He believes that Marigold is up to the challenge and has demonstrated the ability to look outside the norm to provide services to member libraries. He thought that with additional demands there could be opportunities to become even better. One of the opportunities would be to build a new facility. He stated that the Town of Strathmore completely supports Marigold Library System in their desire to build a new Headquarters. This support was demonstrated when a resolution to borrow money was taken to the Mayor's Caucus in March. The resolution passed and will be taken to AUMA in the fall. Mayor Ell wished the Marigold Library System well.

1.2 Introduction of delegates, guests, and staff

- L. Lyster asked that the delegates, guests, and staff introduce themselves

1.3 Recognition of new Board members

- There are no new Board members

-There are 41 appointed Marigold Trustees who have attended one or more Board meetings in 2015 and 2016 combined. The Alberta Libraries Act states that Board members are considered to have resigned from the board if they miss 3 consecutive meetings, without notice

-There are two Board vacancies— Delia and Waiparous

1.4 Board and staff service recognition

- Six Board members were recognized for years of service:

- Jan Dyck – 5 years
- Susan Roper – 5 years
- John Getz – 10 years
- Lil Morrison – 15 years
- Helen Veno – 15 years
- Kristen Anderson – 20 years

-Diane Osberg was recognised for her 8 years of service on the Board and for her dedicated work on the HR and Advocacy Committees

-Four Marigold staff were recognized for years of service:

- Nora Ott – 5 years
- Albert Herr – 10 years
- Laura Taylor – 10 years
- Carlee Pilikowski – 30 years

2. APPROVAL OF AGENDA

MOTION: J. Getz/K. Jessen-White
-To approve the agenda

CARRIED

3. MINUTES OF THE January 30, 2016 MEETING

MOTION: J. Dyck/ M. Booker
-To accept the minutes of the January 30, 2016 meeting

CARRIED

Lynda Lyster declared the Regular April Meeting of the Marigold Board meeting recessed at 9:58 am

The Regular April Meeting of the Marigold Board was reconvened at 11:08 am

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda
-There were no items moved from the consent agenda

4.2 Motion to accept remaining consent agenda items

MOTION: D. Punter/J. Dyck
-To approve consent agenda items 4.1 to 4.5

CARRIED

5. DECISION

5.1 Financial

5.1.1 Financial Statements to March 31, 2016

MOTION: M. Booker/R. Preston
- Subject to audit, the Marigold financial statements to March 31, 2016 be accepted as presented

CARRIED

5.1.2 RISE Financial Statements to March 31, 2016

MOTION: K. Jessen-White/M. Nielsen
-Subject to audit, the RISE Financial Statements to March 31, 2016 be accepted as presented CARRIED

5.1.3 Marigold HQ Feasibility Study

-Marigold is the third largest library system in Alberta after Calgary and Edmonton, based on population. Marigold is the largest regional library system in Alberta out of seven library systems, yet has the smallest facility by half

-Marigold's current facility is undersized, under-equipped and has reoccurring infrastructure issues associated with a 60 year old facility

- Vision 2018, Marigold's Strategic Plan endorsed by the Marigold Board, included the objective that Marigold conduct a feasibility study to determine space needs, building options and costs for expanded Marigold Headquarters facility

-A RFP (Request for Proposal) for the Marigold Library System Headquarters Feasibility Study was sent to six architectural firms recommended for their design work with libraries

-The Building Committee (John Getz, Gary Billings, and Lynda Lyster) met on April 21 to review the four RFP submissions that were received

-BRZ Architecture was chosen, as a recommendation, for the following reasons:

- Best understanding of what Marigold does
- Best overall fit with the RFP requirements
- Positive past experience at various locations including:

- workflow changes at Marigold in 2013 for a very reasonable cost
- High River Centennial Library refurbishment
- Cochrane Library layout changes
- Airdrie Library design in current facility
- Kananaskis Village Centre, including designing the book deposit space (they involved Marigold staff in the design phase)
- Crossfield on the historical building that is being transformed into a library
- Quote was reasonable – not the highest and not the lowest

MOTION: D. Peterson/J. Getz

-To retain BRZ Partnership Architecture Inc. to do the Marigold Library System Headquarters Feasibility Study

CARRIED

5.2 Policies/Plans

5.2.1 Contingency Plan for Finance

MOTION: G. Billings

-To Approve the Contingency Plan for Finance effective December 31, 2015

CARRIED

5.2.2 Collection Management Policy - Standards & Services

MOTION: M. Booker

-To approve the Collection Management Policy

CARRIED

5.2.3 IT Capacity Fund Policy – Standards & Services

MOTION: M. Booker

-To approve the IT Capacity Fund Policy

CARRIED

5.2.4 Resource Sharing Policy - Standards & Services

MOTION: M. Booker

-To approve the Resource Sharing Policy

CARRIED

5.2.5 Policy Making Policy – Governance

MOTION: K. Anderson

-To approve the Policy Making Policy

CARRIED

5.2.6 Continuing Education for Board Members Policy - Governance

MOTION: K. Anderson

-To approve the Continuing Education for Board Members Policy

CARRIED

5.2.7 Continuing Education Plan for New Board Members Policy - Governance

MOTION: K. Anderson

- To Delete the Continuing Education Plan for New Board Members

CARRIED

5.2.8 Operational Governance Policy - Governance

MOTION: K. Anderson

- To approve the Operational Governance Policy

CARRIED

5.2.9 Marigold Library System Procedural Bylaws – Governance

MOTION: K. Anderson/J. Getz

-That the Marigold Library System Procedural Bylaws be given first reading

CARRIED

MOTION: K. Anderson/E. Chinnick

-That the Marigold Library System Procedural Bylaws be given second reading

CARRIED

MOTION: K. Anderson/L. Schafer

-That the Marigold Library System Procedural Bylaws be given third reading

CARRIED

MOTION: K. Anderson

-To approve the Marigold Library System Procedural Bylaws

CARRIED

5.2.10 Library Service Points Collection Management Policy – Governance

MOTION: K. Anderson

-To approve the Library Service Points - Collection Management Policy

CARRIED

5.2.11 Library Service Points - Unattended Children Policy – Governance

MOTION: K. Anderson

- To approve Library Service Points - Unattended Children Policy

AMENDMENT: M. Booker/E. Michaels

– To amend the above motion, “Library Service Points - Unattended Children Policy,” by adding the word caregiver after legal guardian where it appears in the policy

CARRIED

MOTION: K. Anderson/K. Jessen-White

-- To approve Library Service Points - Unattended Children Policy as amended

CARRIED

5.2.12 Library Service Points - Internet and Email Use by Library Staff Policy – Governance

MOTION: K. Anderson

- To approve Library Service Points - Use of Work-Issued Technologies Policy

CARRIED

5.2.13 Library Service Points - Social Media Policy – Governance

MOTION: K. Anderson

-To approve Library Service Points - Social Media Policy

CARRIED

5.2.14 Marigold Library System Expected Outcomes –Governance

MOTION: K. Anderson

-To delete Marigold Library System Expected Outcomes

CARRIED

5.2.15 Marigold’s Website Policy – Advocacy

MOTION: L. Morrison

- To approve the Website Policy

CARRIED

5.3 Schedule C –

-Treasurer Gary Billings presented background information on the proposed Schedule C levy rates for 2017 and 2018

-Schedule C is the levy that municipalities with and without library boards pay to Marigold each year to belong to Marigold

Information about the proposed Schedule C for 2017 – 2018 included the following decision factors used to determine the levy rates:

- Bank of Canada target inflation rate
- Levy comparison with other library systems in Alberta
- Future revenue sources
- Strategic plan goals and new service priorities

- Building plans
- Emerging costs

RECOMMENDATIONS:

- That Schedule C be on a 2 year timeline for 2017 and 2018
- That the levy increase for municipalities with library boards be increased by 2% for each year of 2017 and 2018 and for municipalities without library boards by 4.5% for each year of 2017 and 2018
- That the rates for municipalities with and without library boards be harmonized over 3 years
- A Schedule C package will be sent to councils with a covering letter

MOTION: K. Jessen-White/J. Getz

- To approve Schedule C

CARRIED

6. ITEMS FROM THE CONSENT AGENDA

- There were no items moved from the consent agenda

7. INFORMATION

7.1 Value of Your Investment/Power of Your Library Card

- Laura Taylor provided copies of Value of Your Investment to each member whose municipality has a library and copies of Power of Your Library Card to members who represent areas without library boards. The two documents provide information that demonstrates the cost effectiveness of belonging to a library system. Member libraries have the benefit of services they would not otherwise be able to afford, including:

- Electronic databases and resources
- Collection purchasing, maintenance and insurance
- Processing of materials
- IT infrastructure and support
- Supplies, furniture and IT purchases at discounted costs
- Professional consultation
- Program assistance
- Training
- Delivery service
- Communications and marketing support

7.2 Resolution for AAMDC/AUMA – M. Toombs

- M. Toombs drafted a resolution to advocate for Regional Library funding that was successfully presented at the Mayor's caucus meeting in March. The resolution will also be addressed at the AUMA Convention Resolution in October.
- The resolution has been distributed to other library systems

7.3 Upcoming Board Meetings:

- Saturday, August 20, 2016, 9:30 a.m. – Canmore Public Library
- Saturday, November 19, 2016, 9:30 a.m. – Crossfield

7.4 Updates – M. Toombs

- Municipal Affairs will be using 2015 population figures to calculate the provincial operating grants resulting in an increase of revenue for Marigold
- Additional monies will be distributed to Library Systems that include indigenous populations. The funds are to be used to connect with First Nations groups. There are 6 indigenous communities within the Marigold Library System boundaries (with populations totaling 11,454 in 2015) made up from the Siksika; Tsuu T'ina; Stoney (Bears paw, Chiniki and Wesley) bands
- L. Lyster and M. Toombs have been invited to meet with the Minister while at the Alberta Library Conference in Jasper

- On April 15, TAL members voted not to extend the contract for the current OCLC platform for the TALonline. Instead, TAL staff and contractors will create a TALonline using older technology, Z39.50 as an interim solution

7.5 Information Sharing – Roundtable

Standard – The Library Board will host the second annual “Keep the Lights On” golf tournament on July 15, at the Bassano Golf Course. The best ever prime rib dinner will be served.

High River – The High River Library Director, Deb Gardiner, will be retiring. There will be a retirement open house from 7 – 10 pm on June 4, 2016.

Cereal – The library will host their second annual trade show. Marigold put together a display board and donated giveaways for the event.

Chestermere – The library is hosting a Garden Centre fundraiser on May 12, 2016.

Airdrie – Is the first library location in western Canada to install book lockers called Smart Lockers. The book lockers are to be used in place of a library branch. A new van was purchased to shuttle books to the Genesis Place location.

8. **BOOK DRAW**

- The book draw for, “Lonely Planet’s Wild World”, was won by Kristen Anderson from Hussar

9. **ADJOURNMENT**

- L. Lyster declared the meeting adjourned at 12:55 pm

CEO

Board Chair

Marigold Board Meeting April 23, 2016 Background Notes

1. **Audit**

Auditors have presented and explained 2015 audited financials in draft form to the Executive. They have advised us that the 2015 audit was a clean audit again. As in past years, they will present their findings at the Board meeting on April 23.

As recorded on Marigold’s financials as of December 31, 2015, and also reported to the Board on January 30, 2016, Marigold received more revenue than budgeted in 2015: +\$329,438. Most of this revenue was from Municipal Affairs (PLSB). In 2015, provincial per capita grant rates were increased \$0.10, and those rates were multiplied by 2014 population (not 2010 population as expected). Budgeted expenditures were underspent by \$202,519 (4.4% of the total budget). Reasons for most of the under expenditures:

- 2015 was an exceptional year for staff vacancies. Seven staff departures resulted in 17 months of unfilled staff positions and unpaid salaries. The combined salary and benefits budgets were underspent by 4.8%.

On the other hand, Marigold hired another professional librarian consultant to its staff complement, and paid two temporary staff for member library programming support.

- PLSB paid Axia for all of Marigold's SuperNet charges, and they provided additional funding for Zinio and hoopla e-products.
- Shelf-ready cataloguing and supply purchases were minimized because the Banff conversion did not require as much as expected.
- Fuel savings and less maintenance on newer vehicles resulted in delivery cost savings.

Provincial grants for 2016 and 2017 will not increase (as advised by PLSB), and 2014 population will be used to calculate the per capita rates for several years to come. As populations increase, Marigold's expenses increase accordingly.

2. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to March 31, 2016

Balance Sheet: Accounts receivable total is much higher on this year's balance sheet compared to last year because municipal levy invoices were issued later. Forty-four municipal levy invoices were sent on February 19, the day after receiving official population from Municipal Affairs. An explanation of the accrual method of accounting which Marigold uses has been added to the balance sheet.

Income Statement: 25% of the year completed to March 31; expenditures equal 27% of the budget. Expenditures are on track. Insurance for the building was lower than expected (line 29) while the insurance for collections was higher (line 50) because collection size adjustments for all member libraries were sent to our AUMA Insurer last fall. Plastic library cards are being distributed by some libraries to students, which is an excellent initiative; therefore, card supply needed to be replenished (line 91).

RISE Balance Sheet and Income Statement (unaudited) to March 31, 2016:

RISE cost-sharing invoices were sent out at the beginning of January and all 92 libraries using RISE in 2016 have paid \$1,000 each. \$3,416.66 per month (\$41,000 for the year) will be transferred from RISE to Marigold for IT staff support, administration expenses and Internet charges. After transfers to Marigold and to Chinook Arch for website support, there will be approximately \$140,000 in the bank for central site service agreements and some other small expenses such as the audit. The service agreements for videoconference bridging equipment at Marigold are due for renewal in June 2016. Marigold paid back \$5,000 to RISE earlier this year because PLSB paid for the SuperNet in 2015.

This year, with all consultant positions filled at Marigold and at Chinook Arch, there has been a renewed effort to increase the number and appeal of RISE programs. Jane Fisher reports: *"Caleigh, Nicole, and I have been working very hard to source programming, to get Marigold member libraries involved by hosting, and to get that calendar filled on the website. We've added 14 new programs in the last month and most are 'sold out,' and we all have more people we are in contact with to host in the near future. We've also been doing all the posters for advertising in Library Aware."* On March 30, thirteen Marigold HQ staff participated in a three-hour, interactive videoconference on Stress Management, presented by a certified life skills coach from High River, Sandra Oleskiw.

3. Vehicle Replacement Plan

The Executive passed a motion to accept the Vehicle Replacement Plan. This plan supports the provision of services to member libraries and informs Capital and Project Budget projections. It includes a schedule for replacement of eight vehicles over the next four to five years. Most of these vehicle replacements are cargo vans that are used every day for deliveries; therefore, they clock up the kilometers quickly. Marigold staff drove over 264,000Kms in 2015 while operating 249 days out of 365 days. Marigold's six vehicles were used 1205 times by HQ staff and 182 time for maintenance and servicing in 2015 (e.g. tire swaps, oil changes). This averages 5.56 Marigold vehicles in use every day. Executive also made a motion to replace two vehicles in 2016 as per the Vehicle Replacement Plan.

4. SuperNet and Internet upgrades

a. Internet

Marigold's Service Delivery goal (Vision 2018) has an objective: "Enhance Marigold's technological infrastructure," and a related performance indicator: "Internet Capacity will be increased." This need was identified after SuperNet capacity was increased in 2015 and because bandwidth demands have increased as libraries acquire more computers and more devices are commonly used by patrons. Ten library systems are all currently looking to increase Internet bandwidth. By switching to Axia, Marigold will increase from 40 Megs to 80 Megs of Internet bandwidth at almost the same cost that we are currently paying. Another upgrade for more Internet bandwidth may be required next year, and with the declining cost of Internet bandwidth, it could cost us about the same amount again.

b. SuperNet

To save money and to increase SuperNet capacity, PLSB has been negotiating with Axia to change the SuperNet service that all library systems in Alberta currently have (and recently acquired) to an NGN (Next Generation) service. PLSB staff have consulted Richard Kenig about Marigold's network structure and we are awaiting instructions for next steps. The first step will be to upgrade the fibre connections in some parts of Alberta (this has already been done for Marigold). There will be technical meetings to design and reconfigure the network, and then a coordinated cut-over date. Marigold will need to acquire four new Fortigate devices, which we were planning to replace in any case.

5. Marigold HQ Feasibility Study and Future Plans

The RFP (Request for Proposal) for the **Marigold Library System Headquarters Feasibility Study** was sent to six architectural firms, recommended for their design work with libraries. The closing date was Tuesday, April 12 at 4:30 pm, and Marigold received four out of six submissions.

The purpose of the Feasibility Study was described in the opening section of the RFP is as follows:

Marigold Library System ("Marigold") wishes to be able to accommodate the provision of public library support services to an increasing service area population as well as changes in service delivery triggered by technological developments and by changing expectations within provincial and local jurisdictions. Therefore, Marigold Library Board wishes to enter into a contract with a firm to obtain information, recommendations and opinions of cost on future expansion options in Strathmore, Alberta, including:

- I. Expanding the building on the current site, including interim operational considerations and costs while construction takes place
- II. Acquiring and retrofitting an existing building
- III. Acquiring property and having a facility built

As part of the project deliverables described below, Marigold Library Board is seeking the firm's opinions on how much property will be needed; the size of the building; building cost per square foot; and overall project cost estimates, including costs for the transition from the existing headquarters facility to a new or renewed facility.

Preferred time for completion of project deliverables is before December 1, 2016.

The Building Committee will meet on April 21 to review the submissions and to make a recommendation that will be presented to the Executive in May.

6. Schedule C Package (explain motions and rationale)

The Schedule C Ad Hoc Committee met for a second time on Saturday Feb 6 at Marigold Headquarters. In attendance were Gary Billings (Chair of the Committee), Lynda Lyster, Denise Peterson, Dennis Tracz, Kayla Jessen-White, Michelle, Laura, Alida, and Nora.

Town of Strathmore Mayor, Michael Ell was a guest for the first part of the meeting. Mayor Ell and Denise Peterson discussed future prospects for property in Strathmore. Michelle provided information about the discussion with the Minister of Municipal Affairs and outcome of the PLSB System Nodes and Directors meeting in January, especially relating to the inability of library systems to access alternate funding sources. Mayor Ell and Denise Peterson suggested drafting a Resolution to encourage the Alberta Government to change the Alberta Libraries Act. A change would ideally enable borrowing powers for Regional Library Systems (see Resolution below).

The Schedule C members reviewed options for levy rate increases: 1%, 1.5%, and 2% for municipalities with library boards, and adjusted rates for municipalities without library boards. Draft 2017 and 2018 budgets were

prepared with these levy increases. In all cases, without population increases or additional revenue, Marigold could face a budget deficit (expenses greater than revenue) in 2018; therefore, the Schedule C members made a motion to recommend a 2% levy increase for the 2017 and 2018 fiscal years. Schedule C members also approved an ongoing commitment for the next three years to harmonize municipal levy rates for municipalities with and without library boards because Marigold residents have access to the same public library services, including digital content.

The proposed levy rates for 2017 and 2018 will be presented to the Marigold Board at the April 23 Board meeting. Marigold staff have prepared a package of information to go out to Mayors and CAOs with Schedule C if Schedule C is approved by the Board.

7. Resolution

The Resolution that was presented at the Mayor's Caucus in March is part of the Board meeting package. It was shared with Municipalities within Marigold (Mayor Ell of Strathmore sent it out with a message encouraging support), and it has been shared with all the Library System Directors. Many of them have shared it with their Board members.

Bob Sobol, a Councillor for the Town of Strathmore and former Marigold Board member, presented the Resolution at the Mayor's Caucus meeting. The next day, he emailed *"I just wanted to let you folks know that the noted Resolution was brought to AUMA at the Mayor's Caucus meeting this afternoon, and was voted in favour of passed. This results in having it sent to the AUMA Board of Directors for decision (as to whether or not they will immediately begin advocating for the motion to the Government). Whether or not the Board, in turn, votes in favour of advocating for this issue at this time, it is still recommended that the matter be considered for an AUMA Convention Resolution in October (which, if successfully, would result in the issue being advocated for a period of three years). Regards/Bob"*

Dwight Stanford, CAO for the Town of Strathmore, told John Getz and Michelle that the Resolution was well-worded and passed with a lot of support.

A copy of the Resolution was shared with the CAO of Wheatland County with the hope that Councilors would be willing to present it at a future AAMDC meeting (Counties and MDs), perhaps in March 2017.

8. Working Group for Systems Sustainability

Diana Davidson sent this email March 29, 2016 and encouraged us to share this with our Board members.

Hello All,

We wanted to update you on the first meeting of our small working group on the sustainability of regional library systems/rural library service that we had on March 16th in Edmonton. We wanted to share our timelines with you. This is the working group that was formed after our January 13th meeting with Minister Larivee in Edmonton.

In attendance were Ron Sheppard from Parkland, Petra Mauerhoff from Shortgrass, Veronica Bliska from Peace, Jen Anderson and Diana Davidson from PLSB, and Jeff Paruk from Corporate Planning and Policy in Municipal Affairs. The membership represents north, central, southern Alberta; staff and trustees; the two regions facing stagnant/decreasing populations; and policy expertise from Municipal Affairs.

We phrased our central question as such: "Is funding of regional systems insufficient for increasing demands?" While this question has funding at its core, this committee is not about advocating for budget increases since increases are extremely unlikely. Rather, our work is to see if efficiencies can be achieved within our existing provincial funding.

We decided to focus on the following issues to answer this question:

- ☐ *Changing roles of public library service*
- ☐ *Changing demands of service from patrons*
- ☐ *Clarifying the responsibility of regional library systems*
- ☐ *Clarifying the responsibility of PLSB/GoA to support system delivery of service*
- ☐ *What are key system services?*
- ☐ *What are key Network/PLSB services?*
- ☐ *How do we maximize the system structure for efficiency?*

We will be meeting again in the next few months to develop answers/options that we will then ask you to consider and discuss over the summer and into September.

We will be using the GoA (Government of Alberta) policy development framework to guide our discussions. The steps of that framework are as follows: 1) Issue identification, 2) Research/Analysis, 3) Options Development, 4) Decision-Making, 5) Implementation, and 6) Measurement & Evaluation. We are currently in the "3) Options Development" phase.

*We will discuss various options (including maintaining the status quo) prior to the next meeting of the Provincial Network Nodes. This will be the "4) Decision-making phase" as to whether we have recommendations to go to the Ministry (ie. amending legislation or the funding formula etc). The nodes meeting will take place in Edmonton on **Thursday October 27th**. We have booked space for **Wednesday October 26th** as well and are thinking that this would be a good day for the regional systems' representatives to meet separately (perhaps just in the afternoon to allow travel time). We can then share any consensus with the rest of the Network Nodes on the Thursday. You should have received a "save-the-date" meeting request from PLSB for October 27th. Please also reserve the 26th if you can for this important discussion.*

Please feel free to share with your Board Chairs.

*Thank you,
Diana*

9. Langdon, Hussar and Veteran

Laura and Michelle met several times with a representative from Langdon (unincorporated, population estimated at 5,000) and a Community / Recreation Services Coordinator from Rocky View County. Langdon is poised to build community support for a public library. Marigold staff provided written guidance on how to set up a Society, which can lead planning and fundraising before the library opens.

Hussar (population 176) has a co-located school / public library in a school that will be closing in June. The future of this public library is unknown, although the Hussar Library Board may choose to close this library because there is no other suitable facility in the village and because upgrading and maintaining the school building may be too costly.

The Galahad Library, located in the Parkland Regional Library System area, closed in January after the village became a hamlet in Flagstaff County. This could be a trend that we may see more often in the years to come.

Michelle recently contacted the Village of Veteran to get contact information and request an invitation to speak with the Veteran Library Board about the services and resources that are available by belonging to Marigold. Last April, Michelle and former Accounting Administrator went to Veteran to present to Council about Marigold Library System. The Village of Veteran is the only non-participating municipality in Marigold.

10. Application for Ministers' Award

Marigold submitted an application for the Minister's Award for Excellence in Public Library Service for our Minecraft initiative. We think that this is possibly the strongest submission so far from Marigold; however, we have submitted a number of applications that have not resulted in a Minister's award in the past. Last year, we submitted an application for the IT Capacity Fund. Airdrie and Sheep River libraries have won awards in the past and have been great ambassadors for Marigold.

11. The Alberta Library (TAL)

TAL headquarters will be moving on July 1, 2016 to Petwin Tower (formally the University of Lethbridge Tower), located at 10707 – 100 Ave, Edmonton. Finding a suitable facility was a challenge even with the downturn in the economy. TAL was able to negotiate a very good lease arrangement; however, overall occupancy costs will increase and so will membership fees for TAL members.

TAL has leased space at the central public library in Edmonton (Stanley Milner branch) for over 18 years with an exceptionally cost effective lease arrangement. Edmonton Public Library is embarking on a substantial renovation of this downtown library that could last until 2020. All tenants, including ALTA, were advised that they had to move by the end of 2016.

TAL intends to replace the vendor platform for the TALonline, which is used to support interlibrary loan management in Alberta. Even though the current OCLC Discovery platform plays well with VDX (which has an end of life of March 2018), it is not in real time and annual costs are prohibitive. TAL Board members will be voting on next steps at the Board meeting on April 15.

ANNUAL GENERAL MEETING

Marigold Library System

Board of Management

Saturday, 23 April, 2016

Strathmore Alliance Church

Strathmore, Alberta

MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
AIRDRIE	Kayla Jessen-White	2
M.D. BIGHORN	Lynda Lyster	3
BLACK	Diane Osberg	4
DIAMOND/TURNER VALLEY		
CANMORE	Judith Smith	5
CARBON	Guss Nash	6
CEREAL	Elaine Michaels	7
CHESTERMERE	Lennox Gomes	8
COCHRANE	Susan Roper	9
CROSSFIELD	Jo Tennant	10
DELIA	Angie Moe	11
DRUMHELLER	Margaret Nielsen	12
FOOTHILLS M.D.	Eleanor Chinnick	13
HANNA	Richard Preston	14
HIGH RIVER	Linda Schafer	15
HUSSAR	Kristen Anderson	16
KANANASKIS I.D.	Susan Billington	17
KNEEHILL COUNTY	Glen Keiver	18
LONGVIEW	Jan Dyck	19
OYEN	Dennis Punter	20
ROCKYFORD	Gary Billings	21
ROCKY VIEW COUNTY	Dimitri Dimopoulos	22
SPECIAL AREA # 3	Helen Veno	23
STANDARD	John Getz	24
STARLAND COUNTY	Lil Morrison	25
STRATHMORE	Denise Peterson	26
THREE HILLS	Ron Howe	27
TROCHU	Bill Cunningham	28
WHEATLAND COUNTY	Berniece Bland	29

MARIGOLD HQ STAFF IN ATTENDANCE

Michelle Toombs	Nancy Smith
Laura Taylor	Albert Herr
Lynne Thorimbert	Wendy Rezanoff
Carlee Pilikowski	Lynn Blain

Alida Pituka	Clara Cao
Nora Ott (recording)	
Margaret Newton	
Jessie Bach	
Nicole Talsma	
Jane Fisher	
Richard Kenig	
Caleigh Haworth	

REGRETS WITH NOTICE

ACME	Daniel Leronowich
BANFF	Corrie DiManno
BEISEKER	Sharon King
GHOST LAKE	Donna Bauer
LINDEN	Wendy Marsh
MORRIN	Karen Neill
OKOTOKS	Marian Walsh
YOUNGSTOWN	Lorraine Ruppert

REGRETS WITHOUT NOTICE

EMPRESS	Sheila Howe
IRRICANA	Dennis Tracz
SPECIAL AREA # 2	Bob Gainer

GUESTS

Marilyn King	Chestermere	1
Mae Fisher	Sheep River Library	2
Irene Waring	Sheep River Library	3
Erin Gregory	Auditor	4
Mike McCutcheon	Auditor	5
Michael Ell (Mayor)	Strathmore	6

CONSIDERED RESIGNED - DID NOT ATTEND ANY 2015 -2016 MEETINGS

CONSORT	Dale Kroeger
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert

VACANCIES

WAIPAROUS

AGM 2016

1. CALL TO ORDER

-L. Lyster called the Annual General Meeting to order at 9:58 am

2. Approval of Agenda

MOTION: L. Morrison/E. Chinnick

- To approve the 2015 Annual General Meeting agenda

CARRIED

3. Review of April 18, 2015 AGM Minutes

-The minutes of the April 18, 2015 AGM that were approved at the 2015 August Board meeting were available for review

4. Governance Statements

Mission Statement

-Marigold cultivates a collaborative library community to support a range of responsive, quality library services.

Vision

-Leaders in library service and innovation

Values

-Leadership

-Respect

-Responsiveness

-Communication

-Integrity

-Inclusiveness

-Accountability

Policy on Policy Making

-The Libraries Act and Regulation and Marigold Library System Agreement authorize Marigold Library Board to govern Marigold Library System. With that authority, Marigold Board assumes the responsibility of developing policy related to framework, governance, advocacy, and operational management of Marigold.

4. 2015 Audited Financial Statement

-M. McCutcheon and E. Gregory from Gregory, Harriman & Associates presented the 2015 Audited Financial Statement

-The 2015 Audit for Marigold was a clean audit.

MOTION: G. Nash/L. Schafer

-To accept that the Marigold Library Board's financial statements, for the fiscal year ending December 31, 2015, be taken as read, verified and approved

CARRIED

5. Appointment of Auditor for 2016

MOTION: G. Billings/K. Anderson

-That Gregory, Harriman & Associates be named as auditor for 2016

CARRIED

6. Annual Report

-Carlee Pilikowski presented the Annual Report for 2015. It is Carlee's intent to present the Annual Report information in a format that will allow someone who is not at all familiar with Marigold to read the report and come away with a comprehensive understanding of how Marigold works as a collaborative organization.

-As stated in the Marigold Agreement, after this meeting, the Annual Report will be sent to key stakeholders including municipalities and the Public Library Services Branch.

MOTION: H. Veno/J. Getz

-To accept the Annual Report for 2015

CARRIED

7. Elections & Appointments to Committees

Board Chair:

Lynda Lyster put her name forward as Board Chair.

After 3 requests for further nominations, there were no further nominations

MOTION: J. Dyck/E. Michaels

-That Lynda Lyster be nominated for Chair of the Marigold Board

DECLARED

Vice Chair and Treasurer:

-As outlined in Marigold's Constitution, the Vice Chair and Treasurer are chosen from members of the Executive Committee and were appointed at the February 24, 2016 Executive Committee meeting.

Executive Committee

MOTION: J. Dyck/E. Michaels

- That the following members be elected to the Executive Committee

Chair Lynda Lyster - M.D. of Bighorn.

As representatives from the top three populations in Marigold:

Kayla Jessen-White - City of Airdrie

Marian Walsh - Town of Okotoks

Dimitri Dimopoulos - Rocky View County

As Members-at-large:

Treasurer Gary Billings - Village of Rockyford.

Maxine Booker - M.D. of Acadia

Vice Chair John Getz - Village of Standard

Lil Morrison - Starland County

Susan Roper - Town of Cochrane

Linda Schafer - Town of High River

CARRIED

Advocacy Committee

MOTION: J. Dyck/E. Michaels

-That Lil Morrison, Helen Veno, Jerry Kruse, and Lynda Lyster, as ex officio, be appointed to the Advocacy Committee and that Lil Morrison be appointed Chair and representative on the Executive Committee

CARRIED

-Jan Dyck asked if there were any nominations for the vacancy on the Advocacy Committee.

Kayla Jessen-White put her name forward for the Advocacy Committee.

After 3 requests, there were no further nominations.

MOTION: J. Dyck/E. Michaels

-That Kayla Jessen-White be appointed to the Advocacy Committee

CARRIED

Governance Committee

MOTION: J. Dyck/E. Michaels

- That Kristen Anderson, Margaret Nielsen, Denise Peterson, Eleanor Chinnick, Jan Dyck and John Getz be appointed to the Governance Committee and that Kristen Anderson be appointed Chair and John Getz be the representative on the Executive Committee.

CARRIED

Finance Committee

MOTION: J. Dyck/E. Michaels

-That Gary Billings, John Getz and Lynda Lyster, as ex officio, be appointed to the Finance Committee and that Gary Billings be Chair. Gary Billings is Marigold's Treasurer and the representative on the Executive Committee.

CARRIED

Standards & Services Committee

MOTION: J. Dyck/E. Michaels

-That Maxine Booker, Elaine Michaels, Linda Schafer, Jo Tennant and Lynda Lyster, as ex officio, be appointed to the Standards & Services Committee and that Maxine Booker be appointed Chair and the representative on the Executive Committee.

CARRIED

-Jan Dyck asked if there were any nominations for the two vacancies on the Standard & Services Committee. Marian Walsh and Ghada Wirth put their names forward for the Standard & Services Committee. After 3 requests, there were no further nominations.

MOTION: J. Dyck/E. Michaels

-That Marian Walsh and Ghada Wirth be appointed to the Standard & Services Committee

CARRIED

Building Committee

MOTION: J. Dyck/E. Michaels

-That John Getz, Gary Billings, Denise Peterson and Lynda Lyster, as ex officio, be appointed to the Building Committee and that John Getz be appointed Chair and representative on the Executive Committee.

CARRIED

HR Committee

MOTION: J. Dyck/E. Michaels

-That Susan Roper, Berniece Bland and Lynda Lyster, as ex officio, be appointed to the HR Committee and that Susan Roper be appointed Chair and representative on the Executive Committee. CARRIED

-Jan Dyck asked if there were any nominations for the vacancy on the HR Committee.

Dimitri Dimopoulos put his name forward for the HR Committee.

After 3 requests, there were no further nominations.

MOTION: J. Dyck/E. Michaels

-That Dimitri Dimopoulos be appointed to the HR Committee

CARRIED

8. Signing Authority

MOTION: G. Billings/K. Anderson

-That Chair, Lynda Lyster, or Vice Chair, John Getz, or Treasurer, Gary Billings *and* CEO, Michelle Toombs or Assistant Director, Laura Taylor or Service Delivery Manager, Lynne Thorimbert have signing authority where Marigold Library System does banking in Strathmore. CARRIED

9. Disposal of Records

-During 2015, the records of Marigold Library System for the year 2007 were disposed of in accordance with the Records Management Policy.

-M. Toombs offered to share the Records Management Policy and Schedule with any Board Member who made a request.

10. Adjournment of Annual Meeting

MOTION: D. Peterson/B. Bland

-To adjourn the Annual General Meeting

CARRIED

The AGM was adjourned at 10:45 am

CEO

Board Chair

MARIGOLD LIBRARY SYSTEM
Board of Management
Saturday, August 20, 2016
Canmore Public Library, Elevation Place
Canmore, Alberta
MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACADIA	Maxine Booker	1
AIRDRIE	Kayla Jessen-White	2
BANFF	Corrie DiManno	3
M.D. BIGHORN	Lynda Lyster	4
CANMORE	Judith Smith	5
CARBON	Guss Nash	6
CHESTERMERE	Lennox Gomes	7
COCHRANE	Susan Roper	8
CROSSFIELD	Jo Tennant	9
DELIA	Janice Hoover	10
DRUMHELLER	Margaret Nielsen	11
FOOTHILLS M.D.	Eleanor Chinnick	12
GHOST LAKE	Donna Bauer	13
HANNA	Jerry Kruse	14
KANANASKIS I.D.	Susan Billington	15
KNEEHILL COUNTY	Glen Keiver	16
LONGVIEW	Jan Dyck	17
MORRIN	Karen Neill	18
OKOTOKS	Marian Walsh	19
OYEN	Dennis Punter	20
ROCKYFORD	Gary Billings	21
ROCKY VIEW COUNTY	Dimitri Dimopoulos	22
SPECIAL AREA # 2	Bob Gainer	23
SPECIAL AREA# 3	Helen Veno	24
TURNER VALLEY/ BLACK DIAMOND	Diane Osberg	25

GUESTS

Jen Anderson	Public Library Services Branch	1
Katrina Borowski	Public Library Services Branch	2
Judy Tidlund	Chestermere Library Board	3
Mae Fisher	Sheep River Library Board	4
Mary Zazelenchuk	High River Library	5
Rose Reid	Bighorn Library	6

MARIGOLD HQ STAFF IN ATTENDANCE

Michelle Toombs
Laura Taylor
Lynne Thorimbert
Caleigh Haworth
Carlee Pilikowski
Nora Ott (recording)
Alida Pituka
Richard Kenig
Jessie Bach
Nicole Talsma
Jane Fisher

REGRETS WITH NOTICE

ACME	Daniel Leronowich
BEISEKER	Sharon King
CEREAL	Elaine Michaels
I.D. #9	Ghada Wirth
HIGH RIVER	Linda Schafer
HUSSAR	Kristen Anderson
LINDEN	Wendy Marsh
STANDARD	John Getz
STARLAND COUNTY	Lil Morrison
STRATHMORE	Denise Peterson
THREE HILLS	Ron Howe
TROCHU	Bill Cunningham

**WHEATLAND COUNTY
YOUNGSTOWN**

Berniece Bland
Lorraine Ruppert

REGRETS WITHOUT NOTICE

CONSORT	Dale Kroeger
EMPRESS	Sheila Howe
MUNSON	Lyle Cawiezel
SPECIAL AREA #4	Lisa Vert

MINUTES

1. CALL TO ORDER

1.1 L. Lyster called the meeting to order at 9:32 am

1.2 Recognition of new Board members

L. Lyster extended a welcomed a new Board Member:

- Janice Hoover – Village of Delia

There are two vacancies:

- Town of Irricana
- Summer Village of Waiparous

1.3 Greetings from Canmore – There were no greetings from the Town of Canmore

2. APPROVAL OF AGENDA

MOTION: D. Punter/J. Dyck

-To approve the Agenda

CARRIED

3. MINUTES OF THE April 23, 2016 MEETING

MOTION: G. Billings/K. Neill

-To accept the Minutes of the April 23, 2016 meeting

CARRIED

4. MINUTES OF THE April 23, 2016 AGM

MOTION: G. Nash/E. Chinnick

-To accept the Minutes of the April 23, 2016 AGM

CARRIED

5. CONSENT AGENDA

MOTION: S. Roper/M. Booker

-To approve agenda items 5.1 to 5.4

CARRIED

6. DECISION

6.1 Financial

6.1.1 Financial Statements to July 31, 2016

MOTION: G. Billings/M. Nielsen

-Subject to audit, the Marigold Financial Statements to July 31, 2016 be accepted as presented

CARRIED

6.1.2 RISE Financial Statements to July 31, 2016

MOTION: K. Jessen-White/J. Kruse

-Subject to audit, the RISE Financial Statements to July 31, 2016 be accepted as presented

CARRIED

6.1.3 Budget Estimates 2017

MOTION: D. Dimopoulos/M. Walsh

-To accept the Marigold Budget Estimates for 2017

CARRIED

6.2 Policies/Plans

6.2.1 TRAC Card – Operational Bylaw – Standards & Services

MOTION: M. Booker/K. Jessen-White

-That the TRAC Card Operational Bylaw be given first reading

CARRIED

MOTION: M. Booker/K. Neill -That the TRAC Card Operational Bylaw be given second reading	CARRIED
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MOTION: M. Booker/D. Osberg -That the TRAC Card Operational Bylaw be given third reading	CARRIED
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MOTION: M. Booker -To approve the TRAC Card Operational Bylaw	CARRIED
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6.2.2 Non-resident Fee Policy – Standards & Services

MOTION: M. Booker -To delete the Non-Resident Fee Policy	CARRIED
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7. ITEMS FROM THE CONSENT AGENDA

-There were no items from the consent agenda

8. GROUP DISCUSSION – ALL IN ATTENDANCE

The group asked for the definition and the difference between “On-Reserve” and “On-Settlement”.

On-Settlement:

The provincial government passed the Métis Population Betterment Act in 1938. Lands were set aside for Métis Settlement Associations. In Alberta, unlike in the rest of Canada, Métis people have had certain lands reserved for them, known as Métis Settlements. Métis Settlements located across the northern part of Alberta form a constitutionally protected Métis land base in Canada. On-Settlement refers to the populations living in the Metis Settlements. There are no On-Settlement populations within the Marigold Library System.

On-Reserve:

The First Nations are the various Aboriginal Canadians who are neither Inuit nor Métis. First Nations in Alberta were established by a series of treaties—Treaty 6, Treaty 7, and Treaty 8. In Canada, an Indian reserve is specified by the Indian Act as a "tract of land, the legal title to which is vested in Her Majesty and has been set apart by Her Majesty for the use and benefit of a band". A single "band" (First Nations government) may control one reserve or several, in addition some reserves are shared between multiple bands. On-Reserve refers to the populations living on reserves. The On-Reserve populations assigned to the Marigold Library System are the Siksika Nation and Stoney Nakoda Nation (which includes the Bearspaw, Chiniki and Wesley Bands). The lands which make up the Stoney homeland are found in three separate locations. The Eden Valley reserve lies to the south of Morley, near Longview; the Big Horn reserve to the northwest of Morley; and the Morley reserve is west of Calgary, near Exshaw. Siksika Nation is located east of Strathmore, near the Hamlet of Gleichen.

Members were asked what their past experience with On-Reserve persons was and to give their points of view about, **“How can we build relationships with On-Reserve populations in Marigold”?**

Comments include:

- There are off reserve residents that have treaty status that use the library. To build relationships with on-reserve populations Marigold should hold meetings on reserves at venues such as Blackfoot Crossing or Nakoda Lodge.
- Has had little experience with on-reserve populations as there are no reserves near the municipality. Marigold should try to make on-reserve persons feel more inclusive.

- Believes that building relationships starts with youth. Connecting with youth is the key to being successful.
- The First Nations people have always used medical facilities and it is right that they can now borrow library materials.
- There is a lot of historical baggage that goes along with what was well-intended at the time. To build relationships you first have to build trust with the elders. Marigold must learn about their many cultures; and there are many. Establishing a trustful relationship is a very complex issue. There is a history of help coming in and then disappearing. Any relationship established or funding must be ongoing or sustainable. Marigold should have discussions to go forward. Build trust one on one. Before doing anything else, there must be trust; this is key. After trust has been established, then, invite elders or key stakeholders to meetings. Train Marigold Board members by including a speaker at a future Board meeting. There are aboriginal specialists at U of C. Try to get funding for fiber optics to be installed on the reserves. A source to contact about Federal funding is Foothills MP, John Barlow.
- Have a First Nations person or persons sit on the Marigold Board. Also invite First Nations to participate at Board meetings.
- Has had some experience with high school students coming into the library, but has not seen on-reserve persons in the community at large. First Nations students have toured the Sheep River Library.
- Marigold should include Eden Valley near Longview. It is advisable to collaborate with local governments. Invite communities to Marigold Board meetings.
- Establish community libraries on the reserves. Work with schools to get the youth involved. Offer courses/workshops that explain the Marigold Library culture.
- Invite key contacts from First Nations to Marigold meetings and ask them to invite us to visit them. Ask them to educate us.
- Reach out to First Nation youth digitally. Ask province to install fiber optics on each reserve.
- Offer training to staff. Recognize the difference between Bands, Treaties etc.
- Is aware that First Nations children are bussed from Morley to Exshaw. The children were allowed to use the library but were not allowed to borrow books.
- Marigold needs to get First Nations individuals involved and make them feel included. Off reserve individuals with Treaty status should also be targeted if there is no reserve near a municipality.
- Ask to be invited to events or activities on reserves. Have one-on-one relationships; talk to individuals
- Talk to students. Start with something small and achievable.
- Has had little involvement with Alberta First Nations. Has lived in an area where the white community was the minority and there was no us and them. Marigold member libraries cannot think in terms of us vs. them. First Nations persons must be treated as equals. Provide materials that are relevant to First Nations patrons; especially children's books and books that deal with First Nation's issues. Get feedback from the First Nations about what types of materials they would like to see available in the collections.
- First Nations communities should be invited to be part of the solution. Seek First Nations input. Find connections and champions from the community.
- Recognize the prejudices. Learn about First Nations culture. Have a speaker educate Marigold Board members about First Nations culture. Provide programming on the reserve (such as early childhood literacy and Minecraft). Ensure that on-reserve individuals have access to programming. Advocate for the Government of Alberta to continue funding; get some kind of an agreement that the funding will not be revoked and will be long term.
- Marigold should stay away from generalizations and recognize individuals. Marigold should not tell the First Nations what they need but should ask for their input; find out what they want.

Members asked why First Nations persons were not allowed to borrow library materials until now. The explanation is that First Nations are on crown land (Federal) and libraries are provincially funded. It is a Federal vs. Provincial issue. The current provincial government (NDP) has made it a priority to provide library funding for on-reserve populations.

9. INFORMATION

9.1 Library Service to Indigenous Populations

-Rose Reid, Library Manager of the Big Horn Library, presented information on how she has developed relationships with residents of the Stoney Nation including providing library service.

9.2 PLSB Update

Jen Anderson, Library Consultant at PLSB:

-The Plans of Service section of the website has been updated and includes a new planning toolkit to make it easier to create a plan of service

-The 2016 Public Library Directory is up to date and available. A print copy is available from PLSB. The online version is most current and is updated throughout the year. If your library has changes, notify PLSB so the information can be updated in the directory

- If any Library Board wishes to host a "Board Basics Workshop", contact Ken Allan at PLSB. This fall, "Board Basics Workshops" will be offered at:

- Medicine Hat on September 10, 2016
- Westlock on September 24, 2016
- Camrose on October 1, 2016
- Two Hills on October 15, 2016
- Marburg on November 5, 2016

-PLSB is hosting an Indigenous Populations Symposium on February 22, 23 and 24 in Edmonton

Katrina Borowski, Library Consultant at PLSB:

-PLSB is in final negotiations for a unique e-book platform that will be funded by PLSB starting in 2017.

-PLSB has topped up Marigold's Hoopla by \$ 27,200.00 to the end of December 2017

9.3 Marigold HQ Feasibility Study Update

-L. Thorimbert provided an update on the work and discussions taking place with the Marigold Headquarters Feasibility Study

- Hank Brzezinski, of BRZ Partnership Architecture Inc., will present the results of the Feasibility Study at the November Marigold Board meeting.

9.4 RISE Future

-M. Toombs and R. Kenig provided an update on the RISE Network including new hardware and software purchased for the central site.

9.5 Library Month

- C. Pilikowski provided information on three initiatives that will be rolled out in October

- Snoopy Library Card sign-up promotion
- Snapshot Day/Week
- UWalk Challenge

9.6 Updates

- M. Toombs encouraged delegates to share the background notes with their local Library Board members and staff

-Minecraft was incredibly popular this summer. Marigold hired a student to deliver programming to kids in the art of Minecraft and to persuade them to participate in the program.

-Hussar Library closed its doors because the school closed and they no longer have physical library space. The library is still active and provided programming to the community during the summer. Hussar Board continues to operate. Library lockers, similar to those used in Airdrie, will be installed in the future. The Credit Union, in Hussar, has offered space for the library

-E-Resources costs continue to escalate with the pay for transaction model. Hoopla use continues to increase as its popularity grows. Marigold is finding it difficult to budget for this type of platform.

9.7 Upcoming Board Meetings

- Saturday, November 26, 2016, 9:30 a.m. – Irricana Community Center
- Saturday, January 28, 2017, 9:30 a.m. – Videoconference via four locations including Airdrie, Hanna, Strathmore and Turner Valley.

9.8 Information Sharing – Roundtable

- J. Kruse, from Hanna, reported that the Hanna Library just finished installing a new roof and are now ready to go forward with renovations
- Rose Reid from Bighorn Library stated that she is proud to be part of the Marigold Library System.

10. BOOK DRAW

-The book draw for *Canada, Photographs by Mike Grandmaison/text by Shelagh Rogers* was won by Susan Billington from Kananaskis I.D.

11. ADJOURNMENT

L. Lyster declared the meeting adjourned at 12:20 pm

CEO

Board Chair

Marigold Board Meeting August 20, 2016 Background Notes

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to July 31, 2016:

Balance Sheet: Marigold is in a positive financial position. Assets & Equity for 2016 have increased by \$1,121,521 compared to 2015. This amount also includes an increase to reserves (\$508,000). In addition, 100% of the Provincial Grant money was received in June (\$1,910,110) and there are five months (42%) of year left for remaining 2016 budgeted expenditures. Total Reserves increased \$508,000 from 2015 because money was added to the Building, Vehicle and Airdrie Collection Reserves after the 2015 audit.

Income Statement:

Revenue: Marigold received \$1,820,463 in provincial operating grants in June, which was \$44,217 more than expected because 2015 population was factored into the per capita grant formula. Marigold also received a grant of \$89,647 for public library service for on-reserve populations.

Expenditures: 58% of the year has been completed; 52% of expenditures have been accounted for to the end of July 2016.

Marigold will not be paying RISE maintenance agreements quoted at \$80,000 for videoconference equipment at our libraries (see section 9). Therefore, there will be a large unexpended amount in line 36. The Alberta Library (TAL) will not be charging Marigold \$14,000 to extend the OCLC contract for the TALonline (line 56); (see section 12 of Marigold HQ and Community News document).

Materials and staffing expenditures are on target. There are three pay periods in July and December and salary grid step increases and COLA were applied on January 1.

IT Capacity Fund: Seventeen libraries have not spent their allocated \$1,000 IT Capacity Fund at all this year for computer equipment sourced and installed by Marigold. Please mention this to your local library Board and Library Manager because any unspent portion will not be carried over to the following year (as per IT Capacity Fund Policy). Orders need to be confirmed and placed by early November so that the equipment can be received and invoices paid by year end.

RISE Balance Sheet and Income Statement (unaudited) to July 31, 2016:

Negotiations for future videoconference service have been completed with details below (see section 9) and presentation by Richard Kenig at the August Board meeting. RISE paid \$9,913 in maintenance agreements to bridge us to the end of the year. RISE has \$135,000 in the bank to spend on central site videoconference equipment, licenses and support going forward.

2. Budget 2017 estimates for Councils

Marigold's estimated budget for 2017 is \$5,048,609, which is 6% above the Board-approved 2016 budget. This is largely because of the population increase in Marigold's service area.

Marigold Managers began compiling the 2017 budget in May. An early start was necessary so that the Executive Committee could see how these Council Estimates are compiled. The 2017 budget will go through several more intense reviews in the fall and in January before the final budget is approved. Only two years (2017 and 2018) have been included in this budget draft so far because these years match our upcoming Schedule C.

After consulting our auditors with Gregory, Harriman and Assoc., there were two significant changes to the 2017 budget. The first was the removal of the reimbursements. Reimbursements are notoriously difficult to estimate and skew the overall budget. The second change was to include all of the money transferred from the RISE accounts under revenue so that we can understand this better in the years to come.

Other changes to the 2017 budget include:

- **Marigold expenditures** that are calculated on a per capita basis with current service population include contract subscription fees for online resources, TAL and other organizational memberships, and the TRAC levy. With several more municipalities and population growth, there are increased service costs, such as extending delivery routes, increased insurance coverage, materials allocations and service grants.
- **Revenue:** In 2017, federal census results may inform municipal populations, which will change the revenue projections for municipal levies. For the past two years, Municipal Affairs has used the most recent official population to calculate provincial grant amounts; however, the Public Library Services Branch recommends using the past year's provincial grant amount for the current budget projections because the provincial budget is approved after the Marigold budget.
- **Salaries and benefits:** A 10% increase is projected to include staff salaries for a couple of new positions because of higher populations and expanded services; salary grid step increases for eligible staff; a 1% COLA increase; increased benefit costs and a salary grid review. A salary grid review was last done in 2012 and some salaries have not kept up with salaries in comparable organizations.
- **Materials, processing, and delivery:** An 8% increase is projected. The largest portion of this is for e-book and digital purchases, especially hoopla titles. E-book and e-resource costs set by US vendors are increasing a lot faster than inflation. PLSB no longer pays for the TAL Core and has reduced funding for Zinio and hoopla, so Marigold is picking up these costs to continue to provide these popular resources. Delivery costs are expected to increase because of increased mileage, larger vehicles and more frequent trips to high volume libraries. Online Bibliographic Tools includes the annual payment for CollectionHQ, which is an online tool that HQ and member library staff will improve the selection and cost effectiveness of their collection development.
- **Transfer payments:** Service grants for larger communities near Calgary are based on per capita population, while the base rates for communities with smaller populations have been maintained in 2017 and 2018.
- **Admin, Board, building, supplies, vendor services and contracts:** The 7% projected increase accounts for bank charges because of foreign exchange rates for content and services provided by US vendors; rising contract costs for local services; maintenance fees for aging infrastructure; furniture replacement; insurance and shipping costs.
- **Computers, peripherals, licenses, network costs:** A 5% decrease is projected, largely because equipment and maintenance agreements are a lot lower by not paying for the expensive service agreements on RISE videoconference equipment. Although PLSB is picking up the monthly fees for the SuperNet, there is a need to increase Internet capacity. Member libraries would like Marigold to replace the website platform for a more appealing website presence and to make it easier for member libraries to populate their own websites. Richard is starting to make inquiries with website development companies and the cost will be significant.

TRAC costs are increasing as well, mostly because of our service population growth and increased functionality (e.g., Polaris Leap). The Alberta Library (TAL) annual cost is lower than expected because we do not have to pay for the recently launched TALonline.

- **Consultation, programs, marketing:** The 1% increase will cover increased travel costs for Marigold consultants, IT staff and program staff to travel member libraries. Increasing cell phone costs are also included. Cell phones are provided to all Marigold staff who travel on Marigold business.
- **Capital and project expenditures** are based on available funds after operating costs have been subtracted from revenue projections. This revenue will be used to replace a delivery van in 2017 and to pay for a new website platform. Available funds for capital and project expenditures are decreasing year to year as budgets get tighter.

3. **Schedule C update**

Since the Schedule C information packages were distributed to member municipalities at the end of May with print copies to Mayors/Reeves and email copies to CAOs and Board Chairs, 27 out of 44 municipalities have signed Schedule C – that accounts for 61% of the municipalities. The minimum percentage of municipalities needed to pass Schedule C as specified in the Marigold Agreement is 60%, Marigold has reached this requirement. We also need enough signatures for municipalities representing 60% of Marigold's service population. We hope to know if Schedule C passes by the end of September 2016, which was the end date indicated on the correspondence. So far, it is looking promising. We appreciate the Marigold Board members support in promoting the value of Marigold in your communities, with your Councilors, local board members and with other key decision makers.

4. **Vehicle Purchases**

Marigold purchased two 2016 Ford Transits in April and July from Strathmore Ford for \$33,749.91 and \$32,684.91. The purchases were planned for as a part of the 2016 Capital and Project Budget approved at the January Board meeting. Cargo cages were installed as one of these vehicles is primarily used for daily delivery routes. Other Marigold staff are able to use the second Transit for consultation, training, presentations, project work, recycling or other uses during times the vehicle is not booked for delivery.

This first Transit replaces the 2008 Honda CRV, which was sold. The second Transit will replace the 2012 Ford E-150, which will be put up for sale in August. Having one of the cargo vans replace the CRV has allowed Marigold delivery routes to be adjusted for more efficient headquarters logistics and workflow, with no impact to the member libraries.

5. **New HQ Building**

The Feasibility Study Steering Committee comprised of BRZ Architectural Partners, Hank Brzezinski, Deanna Christensen and Maricris Usher; Building Committee members, John Getz, Lynda Lyster, Gary Billings and Denise Peterson; and Michelle Toombs (Chair), Laura Taylor and Lynne Thorimbert from Marigold HQ, and guests Mayor Ell and Councillor Steve Grajczyk has met six times in May, June, July and August.

The committee has been working through the three future expansion options as outlined in the Marigold Library System Headquarters Feasibility Study RFP:

- A. Expanding the building on the current site, including interim operational considerations and costs while construction takes place
- B. Acquiring and retrofitting an existing building
- C. Acquiring property and having a facility built

BRZ Partnership Architecture has presented plans on site development restrictions and potential site plan revisions on the existing Marigold land. These plans were informed by the Existing Facility Assessment and programming document development by BRZ with Marigold that outlines requirements and deficits in operational space, site access and parking. The Facility Assessment established the minimum footprint required for Marigold operations whether on the current property or in another location.

Property options in Strathmore for retrofitting or new builds have been identified or eliminated. There is a lack of suitable options for retrofitting that would fit Marigold's operational needs. Properties with a high cost per acre, or acreages with a lack of major infrastructure or service options, lack of access for trucks, or a reasonable means to connect to SuperNet without spending potentially millions of dollars have been ruled out.

At Marigold's November 2016 Board meeting, BRZ Architectural Partners will present the results of the Feasibility Study, including the firm's opinions on how much property will be needed; the size of the building; building cost per square foot; and overall project cost estimates, including costs for the transition from the existing headquarters facility to a new or renewed facility.

6. **Borrowing Powers for Library Systems**

Mayor Ell (Town of Strathmore) has been shepherding the Resolution to change legislation to allow library systems to borrow. He has been gathering information from us and relaying information and questions to and from AUMA Directors. The deadline to submit the Resolution for the fall AUMA conference has passed, but we are hoping to make the case so that the AUMA Directors support the Resolution in the spring of 2017. If AUMA passes the resolution, AAMDC may follow suit. The attention on this matter may be a nudge for the provincial government to provide some infrastructure funding (always optimistic).

Realistically, the provincial government is not expected to be in a position to change the legislation within two years if they agree to do so; that means that Marigold is still lobbying for funds to enlarge our headquarters facility. Marigold Board Chair, Lynda Lyster, and Building Committee Chair, John Getz, have signed a letter mailed to Dr. Diana Davidson, requesting confirmation of our understanding of the Alberta Libraries Act, which would allow a municipality to borrow on Marigold's behalf.

7. On-reserve Populations Project Funding

Please note the letter attached to end of these notes from Danielle Larivee, Municipal Affairs Minister. It explains the Government's initiative to support expanding public library services to on-reserve and on-settlement Albertans. For the on-reserve populations of Siksika and Stoney Nakoda First Nations, Marigold received a grant of \$89,647 (\$10.25 per capita).

The primary goals of this project funding as stated by Diana Davidson:

- Provide public library service for on-reserve and on-settlement populations
- Treat these populations as local residents, thereby removing barriers to service and not charging non-resident fees for borrowing privileges
- Open existing public library services to these populations

Receipt tracking is not required for the project funds; however, we will be preparing a report next year to list what we have accomplished and hope to accomplish with these funds (and more). These funds are expected to be renewed annually.

A committee of Marigold Library Managers and Calgary Public Library Managers has been organized to plan relationship building strategies and priorities for the expenditure of the project funds. First meeting on Sept 7 at Cochrane Library.

A number of initiatives have already taken place, including:

- Marigold staff members attended Siksika Outreach School in June to issue library cards on-site using Polaris Leap and to show students how to use online resources (amazing experience that we are keen to repeat); invitations have been received and arrangements are being made to visit the other Siksika schools in September.
- Rose Reid (Exshaw / Bighorn Library) received an invitation to go to the Morley Flea Market on Aug 19. Marigold staff members will assist Rose at a table to promote memberships and services.
- Michelle communicated opportunities and expectations at our Library Leaders' meeting in June. Library managers in attendance discussed various ways to connect and expand service.
- Board meeting presentation (Aug 20) planned to share first-hand experience providing library service to Stoney and Siksika communities. Board member discussion question: How can we build relationships with on-reserve populations in Marigold?
- Growing list of contacts with key individuals involved with Siksika and Stoney government/leadership, Indigenous Relations, Education Authorities, Colleges, health services and other services.
- Marigold staff members, Lynne and Margaret, have connected with Old Sun College (Siksika) to offer assistance with cataloguing.
- Marigold received stories written and illustrated by Siksika children. With appropriate permission, these stories were copied, bound and distributed to member libraries for circulation; Marigold also prepared electronic copies of these stories to download from the Overdrive local collection.
- Marigold staff members, Laura, Jane, Nicole and Caleigh will be attending an Aboriginal Awareness session in Calgary on September 19.

Marigold is at the consultation and idea generation stage, and there will be a lot more of that as we engage with First Nations leaders and with our library managers. Here are some ideas that have surfaced so far:

1. Find and employ effective communication channels to welcome First Nations populations, to build relationships and to keep in touch. We need to inform our on-reserve populations that our doors are open

2. Connect with library staff and board members to communicate the expectation that on-reserve populations are welcome, and we are doing all we can to eliminate barriers to accessing public library service
3. Connect with First Nations populations through attending events and going to schools to meet with First Nations residents
4. Select materials and resources of interest to First Nations populations
5. Provide access to the Internet and technology
6. Encourage library managers and staff to provide direct services and programs involving on-reserve populations

8. Free Memberships for On-reserve Residents

The good news is that residents on reserves will not have to pay non-resident fees to get a public library membership. Even the resident fee structure to acquire a library card is a barrier for many who are facing economic challenges; therefore, I would like to propose to Marigold Board members that Marigold supports the principle of not charging First Nations residents who reside on reserves for a library card. This decision ultimately rests with the library board of each municipality, which is autonomous and makes decisions about the fee structure and who is eligible to receive library cards. Ten libraries out of 37 Marigold Libraries do not charge for library cards; Cochrane is also planning to eliminate card fees. Most libraries have policies and practices to waive card fees for anyone who is experiencing economic hardship.

9. RISE

Over the last few months, Richard and his IT team have done extensive review of the current RISE central hardware, and software. They have met with the Hardware Vendor (Cisco) numerous times to discuss upgrading/updating and transition plans to acquire current hardware and software, and to update the overall RISE infrastructure. From those meetings, they have come up with a plan to replace all the central site hardware and software. The majority of the new equipment is virtualized, and will reside on a single Cisco server. This server will take the place of the VCS Control and Expressway, Content Server, and TMS Server. The Codian Bridge will be replaced by a new bridge model – the Media 410v Server.

To facilitate transferring the current licenses that RISE possesses to the new software, RISE was required to extend service contracts on some of the central site hardware, including the VCS Control and Expressway and TMS Server. To meet this need, Richard negotiated a 6-month service extension for those devices which cost \$9,913.28 (paid out of RISE accounts).

Richard and his IT team have compared costs with three vendors (Cisco, Zayo and CDW) to get the best price for the upgrade of the central site equipment. The new equipment comes with 3 year maintenance agreements and totals ~\$100,000 + GST. This is well within the anticipated amount RISE has budgeted to spend (\$135,000). In addition to “modernizing” the RISE infrastructure, this change will allow us to more sustainable budget for RISE moving in to the future.

Questions were raised at the Executive board meeting on July 20 relating to, costs, benefits, ongoing support, ongoing ability sustainability of RISE, overall future picture of the solution, and whether other types of solutions might fulfill the same role for a lower overall cost. After discussion on these points, the board agreed that moving to the new hardware and software platforms made good business and practical sense, would allow RISE to continue to grow and expand as a service, and brought maintenance and support costs in line with what RISE could continue to afford in the future.

Moving forward, Richard has placed the hardware and software order with CDW. Their pricing was by far the best, and we have had consistently excellent service from them. The overall support for the hardware and software will be supplied directly from Cisco.

The training sessions on the new equipment begin next week and run through August. During that time, Richard expects that the hardware to arrive, and the IT staff will install it in the RISE rack. At the completion of the training, the IT staff will create a migration plan, with the overall goal at maintaining seamless service while the hardware is decommissioned and moved on to the virtualized platform.

Richard and his IT staff are working on a 6 month timeline beginning July 1, so all work will need to be completed come end of December. It’s difficult to at this point to estimate work involved in transferring to the new hardware, but Richard expects it will take a few months to get everything configured properly. I’m targeting completion for early November.

Richard also recommends that plan for the replacement of the videoconference equipment at each library that came with the original RISE installation. They will be reaching End of Life (EOL) in two

years. Marigold opted not to pay for service on these endpoints and instead has put the money in the videoconference reserve to replace endpoints as they fail. Richard recommends a plan over the next three years to replace all the oldest endpoints with the new SX10 models, or possibly a standalone solution for smaller spaces that struggle to make use of the portable room conferencing unit. He also recommends having discussions with sites that don't make use of the equipment to see if it is worth continuing to maintain and support the service at those locations, and what the challenges are, since we could potentially target new features in hardware and software to encourage those sites to be more active. Nothing needs to be decided on the endpoints immediately. They will continue to work and be supported until they physically fail.

10. IT news (Submitted by Richard Kenig)

Executive Committee approved the purchase of equipment, support and licenses to upgrade Marigold's wireless system at a cost of \$16,470.98, including an Aruba Clearpass server, license and support. The upgrade has already been launched by Marigold.

This year has been an exceptionally busy one for the IT department. We have closed 750 tickets, made over 55 trips to libraries and other locations on IT related business and continue to expand our internal infrastructure and offered services.

The majority of the spring was spent working on re-organizing and re-structuring both our servers and the server room containing them. This involved new racks, switching infrastructure, new servers, and physically altering the way the space is laid out so we could fit all the new equipment. This project is still ongoing – to date we have installed and set up the new Network Storage appliance, planned and configured the new network infrastructure to support the new products. Moved the physical servers to a new rack, updated them, and created 6 new virtual servers and moved/deployed applications to them.

Marigold IT was heavily involved in the research and planning for the new TAL online product that was recently unveiled this summer. Several work groups of people from across the province collaborated to find a reasonable solution that the whole province could use and be proud of.

Due to the steady increase in wireless users and devices that people are using in the libraries throughout Marigold we had to do a major increase in the underlying hardware that services our wireless network. This required implementing a new Clearpass server, transferring all the configuration to it and putting it in to product to handle the user load. We now consistently have 200-300 unique users per day registering to the system, and see approximately 1500 unique devices each week.

A major Polaris upgrade was completed in June, bringing new features and stability to the software that libraries use on a daily basis. Due to advancements both with Marigold technology, IT Staff, and Polaris, the upgrade was installed with only very minor issues at a few locations. TRAC plans to upgrade Polaris more regularly, so ensuring this process runs smoothly was a critical cog in that end goal.

Marigold has implemented the ability to use web based software to print to printers inside the libraries. Each library has the option to activate this feature for their patrons. The web printing is handled through the Papercut system which handles cost per copy charges and does print tracking throughout Marigold. The web printing feature can be turned on without enabling the charging feature – though this is not a recommended practice for security and logistical concerns.

Marigold has contracted with Axia as an Internet Service Provider, and will be moving to their service in September. At the same time as part of a PLSB provincial upgrade process, several Marigold sites will be upgraded to a new type of Supernet connection – this is a pilot project to investigate the viability of eventually upgrading all libraries across the province. The expected results are higher bandwidth, more available speed, and lower overall cost to the province.

Marigold IT has consulted with various libraries proceeding with renovations and/or moves during this year or as long term plans – ensuring that their needs will be met in the new space and that their technology will continue to support the excellent services they provide.

Marigold has acquired Cybrarian Computer Management software. The goal of this software will be to control the public computers, features include – statistical use tracking, require logon by code/pin, automated time limits, popups on login showing library advertisements or programs, security/control features, and centralized management with granular access (each library will be able to access their own data). We plan to have this ready for deployment to all libraries before the end of the year.

Further upcoming projects this year will include: Further expanding server infrastructure, Installing and configuring new Document Management software called Docuware, transitioning staff at all libraries to Office 365 products and services, and upgrading the Office products on all public computers, investigating new options for an enhanced ticketing system, and re-structuring the overall network infrastructure both at Marigold HQ and at all member libraries with an end goal of providing more secure and higher quality staff and public access.

Marigold IT would also like to remind people who have not planned for their technology upgrades and purchases for this year, both from the IT capacity fund and their own budgets, to please get in touch with IT staff to make arrangements for the purchase and installation of new equipment.

11. Hussar Municipal Library

The Hussar Municipal Library has closed indefinitely effective June 30, 2016. The Hussar Municipal Library Board has identified a potential location where they will be able to provide library service for Hussar and surrounding area residents. Over the summer, programming has been offered to children in the Village of Hussar and surrounding area. The number of children participating in programming is at an all-time high. Marigold staff are investigating smart lockers, a clever solution that Airdrie implemented recently.

Marigold staff assisted Hussar in weeding the library collection on July 11 in preparation for the move from the school. The picture book collection was left intact and will be used for summer programming, local outreach programs and loaned to the playschool. Adult Fiction, DVDs and new material were retained as Hussar hopes to stock a local library browsing area on book spinners within the community. In late August, Marigold staff will assist the Hussar Library Board with removing items out of the old library.

12. Graffiti on Marigold Headquarters Building and Security Cameras Installation

On Tuesday, August 2, staff reported that there were two instances of graffiti spray painted on the north wall of the Marigold building close to the storage shed. The Strathmore RCMP were contacted and a report was made. The RCMP stated that a report will be filed, but there is not a lot that can be done. There have been several instances of buildings getting vandalized over the past few weeks in Strathmore.

Contour was contacted to remove the graffiti and the company was able to successfully remove all signs of the damage. This is the second time that the headquarters building has been vandalized. Approximately five years ago, the building was a victim of graffiti in several locations on the outside of the building.

Marigold was already in the process of installing security cameras on the outside perimeter of the building to reduce the potential for a violent confrontation and property damage. Staff have concerns about their safety at night, especially when they are returning late or entering the building at night. Unfortunately the cameras were not yet installed when the vandalism occurred. The cameras will be installed and functional prior to the August Board meeting.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED

JUL 22 2016

JUL 18 2016

AR85746

Ms. Lynda Lyster, Chair
Marigold Library Board
710 2 St
Strathmore AB T1P 1K4

Dear Ms. Lyster,

As you know, our country has just marked National Aboriginal Day. I am pleased that the Government of Alberta is able to support expanding public library services to on-reserve and on-settlement Albertans.

By now, you will likely have received funding from the Public Library Services Branch based on the per capita rate of our operating grants and on the populations of reserves and settlements in your region. I know that your staff have met in a working group recently and that many good ideas are being shared to welcome existing and new public library patrons.

The Government of Alberta is committed to meeting principles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). As the Minister of Municipal Affairs, responsible for public library service, I am proud we are taking this step to eliminate an access barrier.

Public libraries are an essential part of our communities. Libraries provide a safe public space, resources for early childhood literacy and lifelong learning, opportunities for job-seekers and new Canadians to work on resumes and learn languages, and a connection to high-speed internet for those without connectivity or computers at home. By opening these resources and services up to our neighbours on-reserve and on-settlement, we can truly say we are working towards equitable library access for all Albertans.

Please keep us informed of the good work and new relationships you are building as you begin to implement and open up services. This work will make a difference in the lives of Albertans.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs

MARIGOLD LIBRARY SYSTEM
Board of Management
Saturday, November 26, 2016
Irricana Community Hall
Irricana, Alberta
MINUTES

MARIGOLD BOARD MEMBERS IN ATTENDANCE

ACME	Daniel Leronowich	1
BEISEKER	Sharon King	2
BIG HORN M.D.#8	Lynda Lyster	3
CANMORE	Judith Smith	4
CARBON	Guss Nash	5
CHESTERMERE	Lennox Gomes	6
COCHRANE	Susan Roper	7
CROSSFIELD	Jo Tennant	8
DELIA	Janice Hoover	9
DRUMHELLER	Margaret Nielsen	10
FOOTHILLS M.D.	Eleanor Chinnick	11
GHOST LAKE	Donna Bauer	12
HANNA	Jerry Kruse	13
HUSSAR	Kristen Anderson	14
IRRICANA	Shannon Simmons	15
KNEEHILL COUNTY	Glen Keiver	16
LINDEN	Wendy Marsh	17
LONGVIEW	Jan Dyck	18
MORRIN	Karen Neill	19
OKOTOKS	Marian Walsh	20
OYEN	Dennis Punter	21
ROCKYFORD	Gary Billings	22
SPECIAL AREA # 2	Bob Gainer	23
STANDARD	John Getz	24
STARLAND COUNTY	Lil Morrison	25
STRATHMORE	Denise Peterson	26
THREE HILLS	Ron Howe	27
TURNER VALLEY/ BLACK DIAMOND	Mae Fisher	28
WAIPAROUS	Janine Jevne	29
WHEATLAND COUNTY	Berniece Bland	30
YOUNGSTOWN	Leanne O'Connell	31

GUESTS

Joan Pennett	Cereal	1
Heather Meszaros	High River Library	2
Lois Bedwell	ALTA Rep for Marigold	3
Peggy Emslie	Sheep River Library	4
Wanda Malsbury	Linden Library	5

MARIGOLD HQ STAFF IN ATTENDANCE

Michelle Toombs
Laura Taylor
Lynne Thorimbert
Caleigh Haworth
Carlee Pilikowski
Nora Ott (recording)
Alida Pituka
Richard Kenig
Jessie Bach
Nicole Talsma
Jane Fisher
Margaret Newton

REGRETS WITH NOTICE

ACADIA	Maxine Booker
AIRDRIE	Kayla Jessen-White
BANFF	Corrie DiManno
CEREAL	Elaine Michaels
I.D. #9	Ghada Wirth
KANANASKIS I.D.	Susan Billington
ROCKY VIEW COUNTY	Dimitri Dimopoulos
TROCHU	Bill Cunningham

WITHOUT NOTICE

CONSORT	Dale Kroeger
EMPRESS	Sheila Howe
MUNSON	Lyle Cawiezel
SPECIAL AREA# 3	Helen Veno
SPECIAL AREA #4	Lisa Vert

MINUTES

1. CALL TO ORDER - L. Lyster called the meeting to order at 9:30 am

1.1 Greetings from the Town of Irricana

-Mayor Dennis Tracz, provided greetings from the Town of Irricana. Dennis is a former Marigold Board member and was a member of the Schedule C Ad Hoc Committee on two separate occasions. Dennis commented that the move to the new Irricana library would not have been possible without the assistance from Marigold. Delegates were invited to tour the new library after the meeting.

1.2 Delegates, guests, and staff introduced themselves

1.3 L. Lyster welcomed new Board members:

- Mae Fisher – Town of Black Diamond/Town of Turner Valley
- Heather Meszaros – Town of High River
- Shannon Simmons – Town of Irricana
- Janine Jevne – Summer Village of Waiparous
- Leann O’Connell – Village of Youngstown

There are currently 44 appointed Marigold Trustees with no vacancies

2. APPROVAL OF AGENDA

AMENDMENT:

-Change the agenda order so that item 5.5 Marigold Headquarters Feasibility Report, occurs earlier as item 5.1.5

MOTION: B. Bland/M. Nielsen

-To approve the agenda as amended

CARRIED

3. MINUTES OF THE August 20, 2016 MEETING

MOTION: J. Dyck/J. Getz

-To accept the minutes of the August 20, 2016 Board Meeting

CARRIED

4. CONSENT AGENDA

4.1 Transfer of agenda items from consent agenda

-There were no items to be transferred

MOTION: D. Peterson/E. Chinnick

-To approve agenda items 4.1 to 4.5

CARRIED

5. DECISION

5.1 Financial

5.1.1 Marigold Financial Statements to October 31, 2016

MOTION: L. Morrison/G. Billings

-Subject to audit, the Marigold Financial Statements to October 31, 2016 be accepted as presented

CARRIED

5.1.2 RISE Financial Statements to October 31, 2016

MOTION: J. Getz/M. Nielson

-Subject to audit, the RISE Financial Statements to October 31, 2016 be accepted as presented CARRIED

5.1.3 Draft Marigold Operating Budget 2017- 2018

MOTION: G. Billings/D. Leronowich

-To approve the DRAFT Marigold Operating Budget for 2017 - 2018 for information CARRIED

5.1.4 Draft Marigold Capital/Projects Budget 2017

MOTION: D. Peterson/J. Kruse

-To approve the DRAFT Marigold Capital/Projects Budget for 2017 for information CARRIED

5.1.5 Marigold Headquarters Feasibility Report

-Hank Brzezinski of BRZ Partnership Architecture Inc. reported on the progress made in the Feasibility Study. He showed proposed solutions to 3 different scenarios:

1. Renovate and expand existing building on current property
2. Retrofit an existing larger building in Strathmore (previously occupied by Encana)
3. Build a new building on new land in Strathmore (2.5 acres next to No Frills)

-The recommendation or best option to suit Marigold's needs would be option 3

-Marigold would need major funding to pursue any of the 3 options

5.2 Policies/Plans

5.2.1 Contingency Plan for Finance – Executive

MOTION: G. Billings

-To approve the Contingency Plan for Finance CARRIED

5.2.2 Marigold Library System Constitution – Governance

MOTION: K. Anderson

-To approve the Marigold Library System Constitution CARRIED

5.2.3 Marigold Board Procedural Bylaw – Governance

MOTION: K. Anderson/J. Getz

-That the Marigold Board Procedural Bylaw be given first reading CARRIED

MOTION: K. Anderson/J. Dyck

-That the Marigold Board Procedural Bylaw be given second reading CARRIED

MOTION: K. Anderson/M. Nielsen

-That the Marigold Board Procedural Bylaw be given third reading CARRIED

MOTION: K. Anderson

-To approve the Marigold Board Procedural Bylaw

CARRIED

5.2.4 Service Recognition Policy – Governance

MOTION: K. Anderson

-To approve the Service Recognition Policy

CARRIED

5.2.5 Appointment Plan for Marigold Board Members – Governance

MOTION: K. Anderson

-To approve the Appointment Plan for Marigold Board Members

CARRIED

5.2.6 Videoconference Equipment, Library Service Points - Governance

MOTION: K. Anderson

-To approve the Videoconference Equipment, Library Service Points Policy

CARRIED

5.3 Marigold Board Committees

5.3.1 Nominating Ad Hoc Committee – Volunteers needed

-There were no volunteers at the meeting. Anyone wishing to volunteer was asked to contact J. Dyck, E. Michaels or M. Toombs

5.4 Freedom to Read Week Proclamation

-L. Taylor read the Freedom to Read Week Proclamation and L. Lyster declared February 26 to March 4, 2017 as Freedom to Read week. The full declaration will be sent to Councils and Library Boards in early January

- N. Talsma explained the history of Freedom to Read week and asked delegates to inform themselves about previously banned or challenged items, mark the date on their calendars and to read a banned or challenged book

6 ITEMS FROM THE CONSENT AGENDA

-There were no further items added to the consent agenda

7 GROUP DISCUSSION – ALL IN ATTENDANCE

All attendees commented on the discussion question **“How can Marigold convince funders that there is an urgent need for a larger Headquarters facility?”**

Comments ranged from moving ahead with building renovations, to lobbying government for funds (which Marigold has done and will continue to do), to increasing advocacy efforts to explain the value and relevance of regional library systems, to finding other sources of revenue. Generally, there was concern that municipalities also have money pressures. In the meantime, Marigold provides value added service to 44 municipalities in an old, overcrowded and sometimes unsafe facility.

8 INFORMATION

8.1 IT Services Brochure

-M. Toombs provided information about a new document to outline the Computer Network and IT Consultation Services for Marigold Member Libraries

8.2 Updates

- L. Lyster presented Margaret Newton, Manager of Bibliographic Services, with a token of appreciation on behalf of the board and wished her well in her retirement
- Schedule C has passed for 2017 and 2018
- A target for 2017 will be advocating for a new HQ Building
- The Resolution that would allow Library Systems to borrow money did not pass at either AUMA or AAMD&C. The Resolution did heighten awareness of library systems' needs
- Telus recently announced that it will be giving funding to low income families and that they are forming a partnership with TAL (The Alberta Library)

8.3 Upcoming Board Meetings

- Saturday, January 28, 2017, 9:30 a.m. – Videoconference, four locations (Airdrie, Sheep River – Turner Valley, Hanna, and Marigold HQ)
- Saturday, April 22, 2017, 9:30 a.m. – Strathmore
- Saturday, August 26, 2017, 9:30 a.m. - Okotoks

9 BOOK DRAW

-The winner for the book draw for *"The Arctic: Reflecting the Landscape, Wildlife, and People of the Far North"* by Sven-Olof Lindblad, was Leann O'Connell from Youngstown

10 ADJOURNMENT- L. Lyster declared the meeting adjourned at 12:45 pm

CEO

Board Chair

Marigold Board Meeting November 26, 2016 Background Notes

1. Marigold and RISE Financials

Marigold Balance Sheet and Income Statement (unaudited) to October 31, 2016:

Balance Sheet: Total assets have increased by \$586,954 in 2016 compared to 2015. Most of this (\$447,560) relates to an increase in reserves, which is a result of the surplus in 2015. The remaining \$139,394 comes from excess revenue over expenditures in 2016. Marigold received unexpected revenue from the province for on-reserve initiatives (\$89,647) and a grant from PLSB for Hoopla (\$27,200). Also, in 2016, Marigold received income from levies and grants based on 2015 population numbers, but 2014 numbers were used in the budgeting process for the provincial operating grant.

Income Statement:

Revenue: There is no outstanding revenue including municipal levies or provincial grants remaining for 2016. Interest on investments is \$16,335 more than budgeted and other unexpected revenue include \$89,647 for on-reserve initiatives, \$3,021 for part of the summer

student grants and \$27,200 from PLSB for Hoopla. The provincial funding for Hoopla is intended to last to the end of 2017, but with the rising costs of the cost-per-use eResource, it is projected to be expended by the end of 2016.

Expenditures: Overall, expenditures are on track as 83% of the year is finished and 79% of the budgeted revenue is used. A security system was installed with four exterior cameras and as a result, the budget for building health and safety is over budget by \$2,154. Chairs and tables in the lunchroom were replaced at the expected cost of approximately \$10,000. Also, an ergonomic workstation was purchased for the Direct Services department and now work conducted standing up is done at counter height instead of stooping to work at desk height. Building maintenance is under budget. To date in 2016, Marigold spent about half as much as compared to 2015. The heating and HVAC system has not required as many major repairs this year as was the case in 2015. Online cataloguing tools is over budget due to the purchase of Collection HQ (\$25,348) which was not included in the budget. Due to increasing costs and increased usage of downloadable resources such as Hoopla, the amount spent on this budget line is more than projected.

RISE Balance Sheet and Income Statement (unaudited) to October 31, 2016:

New RISE equipment was purchased at a cost of \$63,605 and Richard and Steven completed the extensive training (\$17,245) required to operate the new equipment. These hardware changes along with IT Manager, Richard's plan for RISE going forward will ensure that RISE stays viable for the foreseeable future.

2. Schedule C update

Schedule C with the levy rate changes for 2017 and 2018 passed as of October 25. At that time over 60% of the municipalities had signed and over 60% of the population was represented. Currently, Marigold has received signed Schedule Cs from all but three municipalities. M. Toombs will be presenting to Rocky View County Council in early December. She recently presented to Chestermere and Irricana Council in early November. Our goal is to receive signatures from everyone (100%) and that is an outstanding achievement. Several municipalities upon returning their signed Schedule C documents have expressed their appreciation for Marigold and acknowledged the efficiency of operations and the good governance structure.

3. Draft Marigold Operating Budget 2017 to 2018

Marigold's estimated budget for 2017 is \$5,048,609 (6% above the Board-approved 2016 budget amount of \$4,777,426).

The draft budgets for operating and capital/projects budget is included in the package. The final budget is presented to the Board at the January Board meeting, by which time we have the year-end actuals and anticipate the release of the official population from Municipal Affairs. In the preparation of this version of the draft budget, these are key considerations:

- **Marigold expenditures** that are calculated on a per capita basis with current service population include contract subscription fees for online resources, TAL and other organizational memberships, and the TRAC levy. With several more municipalities and population growth, there are increased service costs, such as extending delivery routes, increased insurance coverage, materials allocations and service grants.
- In 2016, PLSB introduced the on-reserve initiative which increases Marigold's budget by \$89,647.

- **Revenue:** A 2% per year population increase is used to calculate revenue from levies. For the past two years, Municipal Affairs has used the most recent official population to calculate provincial grant amounts; however, the Public Library Services Branch (PLSB) recommends using the past year's provincial grant amount for the current budget projections because the provincial budget is approved after the Marigold budget. In 2017, federal census results will be released which may inform municipal populations, but it is not certain when that will occur.
- **Salaries and benefits:** A 10% increase is projected to include staff salaries for a couple of new positions because of higher populations and expanded services; salary grid step increases for eligible staff; a 1% Annual Market Value Rate increase; increased benefit costs and a salary grid review. A salary grid review was last done in 2012 and some salaries have not kept up with salaries in comparable organizations.
- **Materials, processing, delivery:** An 8% increase is projected. The largest portion of this is for e-book and digital purchases, especially hoopla titles. E-book and e-resource costs set by US vendors are increasing a lot faster than inflation. PLSB no longer pays for the TAL Core and has reduced funding for Zinio and hoopla, so Marigold is picking up these costs to continue to provide these popular resources. Delivery costs are expected to increase because of increased mileage, larger vehicles, carbon tax and more frequent trips to high volume libraries. **Transfer payments:** A 2% increase to match projected population growth. Service grants for larger communities near Calgary are based on per capita population, while the base rates for communities with smaller populations have been maintained in 2017 and 2018.
- **Admin, Board, building, supplies, vendor services and contracts:** The 6% projected increase accounts for the annual cost of Collection HQ which is an online tool that headquarters and member library staff uses to improve their collections; rising contract costs for local services; maintenance fees for aging infrastructure; furniture replacement; insurance and shipping costs.
- **Computers, peripherals, licenses, network costs:** A 5% decrease is projected, largely because equipment and maintenance agreements are a lot lower by not paying for the expensive service agreements on RISE videoconference equipment. Although PLSB is picking up the monthly fees for the SuperNet, there is a need to increase Internet capacity. Member libraries would like Marigold to replace the website platform for a more appealing website presence and to make it easier for member libraries to populate their own websites. Richard is starting to make inquiries with website development companies and the cost will be significant. TRAC costs are increasing as well, mostly because of our service population growth and increased functionality (e.g., Polaris Leap and Inn-Reach). The Alberta Library (TAL) annual cost is lower than expected because we do not have to pay for the recently launched TALonline.
- **Consultation, programs, marketing:** The 13% increase will cover increased travel costs for Marigold consultants, IT staff and program staff to travel member libraries. The budget includes provisions to improve the Member Libraries Workshop by changing venue, which will allow for a larger audience. Increasing cell phone costs are also included. Cell phones are provided to all Marigold staff who travel on Marigold business.
- **Capital and project expenditures** are based on available funds after operating costs have been subtracted from revenue projections. This revenue will be used to replace a

delivery van in 2017 and to pay for a new website platform. Available funds for capital and project expenditures are decreasing year to year as budgets get tighter.

4. Expanding Member Libraries Workshop

Preparation has begun for the annual Member Libraries' Workshop to be held on May 10, 2017. Each year, the growth in attendance of the conference has been positive, but it is resulting in Marigold moving locations to the Clarion Hotel and Conference Centre in northeast Calgary to accommodate the larger number of attendees. A benefit of moving the workshop to a larger facility is that the workshop can be formally opened to both staff and board with sessions that will appeal to both groups.

The theme for the 2017 Workshop is "Advocacy: Words Worth Sharing." Marigold staff have been in conversation with Stacie Ledden, Director of Innovations and Brand Strategy at Anythink Libraries in Colorado. She has been named a "Mover & Shaker" in the library industry by Library Journal and is being considered as the keynote speaker for the Workshop. She is also willing to offer a breakout session at the Workshop. A call for proposals has been sent out on several provincial library email listservs to fill the remaining breakout sessions.

5. Feasibility Study Steering Committee (written by Lynne Thorimbert)

The Feasibility Study Steering Committee, comprised of BRZ Partnership Architecture, Hank Brzezinski, Deanna Christensen and Maricris Usher; Building Committee members, John Getz, Lynda Lyster, Gary Billings and Denise Peterson; and Michelle Toombs (Chair), Laura Taylor and Lynne Thorimbert from Marigold HQ, and guests Mayor Ell and Councillor Steve Grajczyk, has met nine times since May 2016.

Three future expansion options have been explored as outlined in the Marigold Library System Headquarters Feasibility Study RFP:

- A. Expanding the building on the current site, including interim operational considerations and costs while construction takes place
- B. Acquiring and retrofitting an existing building
- C. Acquiring property and having a facility built

As of the October 19 meeting, all three options were still being explored. The Existing Facility Assessment, programming documents and mockup floor plans have solidified requirements and deficits in operational space, site access and parking, and the minimum footprint required for Marigold operations whether on the current property or in another location.

Laura Taylor presented information indicating Marigold is unlikely to secure grant funding for construction costs.

At Marigold's November 2016 Board meeting, Hank from BRZ Partnership Architecture will present information on the three expansion options, including a comparison of estimated costs.

6. Resolution for Borrowing Powers for Library Systems

Mayor Ell and Denise Peterson from the Town of Strathmore shared unfortunate news that the Resolution was defeated at the AUMA convention in October by a vote of 54/46. The Mayor of Olds spoke out in opposition to the resolution as she felt that the government could requisition the loan. As Mayor Ell reconfirmed, that would not be possible, as municipalities in Marigold would have to agree to the loan.

The resolution was presented at the AAMD&C Convention that took place from November 15-17 by Reeve Koester from Wheatland County. Several municipalities in Marigold spoke in favour of the resolution including Rocky View County. Unfortunately, the resolution did not

receive the required three fifths majority and was not passed. Although the resolution did not pass, the positive side is that regional library systems were brought to the attention of many municipal representatives.

7. Collection HQ

Marigold is pleased to offer Collection HQ to member libraries, beginning January 1st. Collection HQ is a powerful data analysis and reporting tool that will provide insight into how library collections are used, managed and developed. Collection HQ provides evidence-based information about how items in a library's collection are circulating so that member library and headquarters staff can make informed collections decisions, backed up by current data. While Collection HQ will provide data about the collection, it cannot replace the expertise of library staff. For example, Collection HQ might suggest that your library is overstocked on gardening; but the software doesn't know it is winter in Alberta! Combined with the expertise of Marigold and member library staff, Collection HQ will empower libraries to provide the most relevant, topical collections to patrons. Collection HQ uses data that Marigold will export from Polaris, and send to the vendor monthly. As the months go by and datasets are accumulated, the information in Collection HQ will become more and more accurate. Marigold staff have already completed Collection HQ Administration training. Two in-depth training sessions for member libraries will also be held on January 4, 5, & 6. Many libraries have already signed up and are expressing their pleasure to begin using this resource.

The collection and circulation data and reports provided by Collection HQ will save time for Marigold staff and increase the efficiency and effectiveness of the collection development performed by both headquarters and member library staff. Analyzing collection usage and borrowing trends will ensure that funds are spent on materials that are most in demand for Marigold patrons. The reports created by Collection HQ will also replace some reporting processes that are currently being performed by Marigold headquarters staff. Marigold estimates that these tools will save at least 10 hours a week of staff time at headquarters alone.

Below are just a few examples of the reports and functionality within Collection HQ!

- **Collection use summary** - This report will show a library which of their collections are overstocked, which ones are understocked and which ones are just right. It will also provide input on how many items to buy or weed to achieve the optimal stock levels.
- **Top charts** - This tool runs Top Title and Top Author charts for a library or for the system as a whole, as well as popular non-fiction subjects. This will be useful for promoting material and reporting to the community.
- **Selection** - This suite of tools will assist with planning materials selection. Based on the performance of a library's current materials, Collection HQ can recommend how much of the budget to spend on each collection code. It also comes with some predictive technology that will take a look at the past performance of an author, and recommend how many copies of their next publication should be purchased.
- **Custom holds report** - This report shows the materials with the highest holds queues TRAC-wide, and then breaks those numbers down to show which libraries own copies of the item AND the proportion of the holds that are from Marigold patrons compared to patrons from the rest of TRAC. It will help Marigold to ensure that materials in demand by our patrons are delivered to them as quickly as possible.
- **Custom circulation report** - This report will show the overall circulation of a library's item, as well as the number of checkouts at other Marigold libraries and the checkouts at libraries in the

rest of TRAC. It will assist libraries in choosing materials that are the most relevant to their local patrons.

8. Hussar Library

The contents in the former Hussar Library have been removed and the collection is in the process of being redistributed and assigned to other locations. Existing Hussar library patrons were renewed for two years. The Hussar Library Board continues to seek out potential donors to assist with paying for the costs of the Return Locker/Smartlocker. Board Members are also encouraging residents to get cards. A total of eight additional residents have applied for a card. On October 10, the Return Locker/Smartlocker was ordered through the vendor Bibliotheca and it will be housed at the Chinook Financial Credit building. The installation will take place in early 2017. Currently, the Airdrie Public Library is the first library in Western Canada to have a return locker. The locker has been a success at its location in Genesis Place.

To view the Return Locker in action, please view the YouTube video that was created by Airdrie Public Library. <https://www.youtube.com/watch?v=pM3FR83au6c>

9. On-reserve Populations Project Funding

Marigold staff including Laura, Jane, Nicole and Caleigh attended an Aboriginal Awareness Training session in Calgary in late September that was delivered by Aboriginal Awareness Canada. The speaker, Robert Laboucane has been presenting training seminars across Canada for many years. Aboriginal Awareness Canada is willing to provide a training session for Marigold Library System in the new year at a reduced cost because Marigold is a non-profit organization. They do cap the number of participants to 20 people. Marigold will investigate when this training session will take place in the New Year.

Marigold staff attended the Treaty 7 Conference at the Grey Eagle Casino in October to connect with educators from First Nations schools including Siksika, Stoney Nakoda, Tsuu T'ina and Kainai. They connected with several teaching staff and residents. Some individuals expressed interest in Marigold coming to schools to speak with teachers and staff. Marigold staff will be returning to the Siksika Outreach School on October 26 to issue cards to students and families. Staff from the Bighorn Library and Cochrane Public Library also attended the Morley Flea Market to talk about public library services to the Stoney residents. Library staff plan to attend the Morley Flea Market monthly.

10. Truth and Reconciliation Summit

On Saturday, October 29, Michelle attend the Truth and Reconciliation Summit in Banff. The Summit was for Bow Valley residents to learn about and respond to the Truth and Reconciliation Commission's 94 Calls to Action. The Summit filled up quickly and included both Indigenous and non-indigenous individuals from a variety of backgrounds including local government, education, business, health and social service providers. Keynote speakers included Phil Fontaine, Dr. Marie Wilson, Kathleen Mahoney, and Jeff Horvath. The summit was an excellent opportunity to make new connections including local and provincial political representatives.

11. Provincial Meetings

In late October, Michelle and Board Chair, Lynda Lyster attended two meetings in Edmonton. The first meeting was the Regional Library Sustainability Working group. The group consists of representatives from Peace, Shortgrass and Parkland Library Systems. Some of the key issues facing regional systems include: stable funding, but no new money, roles of systems

is changing, and headquarters infrastructure funding is needed. The group prioritized issues and system headquarters funding was identified as the top priority. The support and understanding for the need of Marigold to get funding for a larger space was amazing. Other priorities identified included: more collaboration amongst systems so that each system was doing something for everybody. Several municipalities have undergone or are currently undergoing dissolution studies, and some municipalities have become hamlets. In some instances, the library has closed upon the change of the municipality to a hamlet.

The second meeting called the Public Library Network Nodes meeting took place on October 27. There are 16 public library nodes including the seven regional library systems and larger libraries including Calgary, Edmonton, Red Deer and Grand Prairie. Discussion focused on the procurement of eResources through an RFP process that are provided by PLSB. Currently, the province is undergoing an RFP for the newspaper resource. In early 2017, a RFP will take place for a Hoopla like streaming product, and later in 2017, RFPs will take place for a digital magazine resource and language learning product. Many nodes indicated their concerns about the high cost of Hoopla. One node stated its benefit of being a product that provides simultaneous use with no wait times, which is what library patrons appreciate and want.

There are no immediate plans to review or make revisions to the Libraries Act and Regulation as the province needs to complete the review of the MGA (Municipal Government Act). A government courier review is currently being done by PLSB. Government courier is utilized by libraries to deliver materials to other library nodes in the province. PLSB continues to submit funding requests for infrastructure for library system headquarters, but there are no assurances that Marigold Library Board will ever receive any funding. The nodes shared ways that they have utilized the On-Reserve and Metis Settlement funding and how they are developing connections with First Nations individuals.

12. Rocky View Weekly Article

Included in the Board package is an article about Marigold Library System. The reporter, Dustin Ruth, contacted Michelle after he observed her presentation to the Town of Irricana Council. The article focuses on Schedule C and provides an excellent overview about Marigold Library System.